



## *Creative Care Child Care Center*

To Whom It May Concern:

This letter is in reference to \_\_\_\_\_, to verify their work experience and employment through your company. This letter will be applied to their PDR. Please fill out this form and return it via fax to Creative Care Child Care Center's Administrative Office (fax # 610-631-4191). If you have any questions please contact Rebecca Holland, Owner, at 610-631-0272. Thank you for your response and cooperation.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Hours Worked Per Week

\_\_\_\_\_  
Total Hours Worked Per Year

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Last Day Worked

\_\_\_\_\_  
Business Address and Contact Information

\_\_\_\_\_  
Signature of Previous Employer

Sincerely,  
Rebecca Holland  
Creative Care Childcare Centers  
2118 W. Main St.  
Jeffersonville PA 19403