Sample Letter of Good Standing from Employer

COMPANY LOGO HERE

July 19, 2017

 Company Information:

 Smith Welding

 123 Contracting Lane

 Jacksonville, NC 28540

 910-545- 1144

Dear Approving Official at Marine Corps Base, Camp Lejeune (MCB CAMLEJ), North Carolina,

My name is John Smith, and I am respectfully requesting my employee, John Doe, be granted access to MCB CAMLEJ to complete welding work at the Naval Medical Center.

John Doe has been a hard working employee for the past six months with our company. The employee has never caused any trouble on the job site and is consistently on time. John Doe has become a valued employee. If there are any questions please do not hesitate to contact me.

 Sincerely, John Smith John Smith

 President, Smith Welding

 910-545-1144

\*Note: Letter must include business's contact information and must be on a company letterhead. Employee's name and company's evaluation of employee must be noted in the body of the letter. Person signing letter must be a member of management. The format depicted above is just an example, other formats are acceptable.

**\*\*\*This is a sample letter only. Including the information depicted above WILL NOT guarantee an appeal approval\*\*\***