



Employer Letter Template

The following letter from an immediate employer can be used for fulfilling the letter documentation requirement. The original copy of the letter should be included in the application packet. **Please do not send additional or duplicate copies. Please do not have the employer send the letter directly.** Letters that do not accompany certification applications will not be considered. Remember that this letter should come from your most current immediate supervisor. Applicants do not need letters from past employers.

Procedure

All text within the letter which requires changing is delineated by []

1. Use current organisation's paper with letterhead
2. Replace the date requirement
3. Insert your name [NAME]
4. Have your supervisor sign, including their position in the organisation.
5. Include the letter within your certification application

[month, date, year]

Surveying and Spatial Sciences Institute
PO Box 307
Deakin West ACT 2600
Australia

Dear Spatial Information Commission Certification Panel

As the supervisor or employer of [NAME]

I am pleased to send this letter in support of their application for certification as a Geographic Information Systems Professional – Asia Pacific (GISP-AP). Having reviewed the applicant's portfolio, I can attest that it is true and correct as to the applicant's current title, duties, experience level, and duration of employment here, and that it is consistent with what I know of the applicant's prior background. (I understand that SSSI Spatial Information Commission Certification Panel does not expect me to be able to vouch for the entire portfolio, and that any errors are solely the responsibility of the applicant.).

Yours sincerely

[Name]
[Position]