

<< sample letter for the employer recommendation letter>>

**COMPANY NAME
BUSINESS ADDRESS**

Date: _____

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

To whom it may concern:

I am pleased to confirm the employment of _____ (Applicant's name)
for applying a FDNY Certificate of Fitness as a Construction Site Fire Safety Manager. The
applicant was/is employed at _____ (company name) in the title of
_____ during the following dates: from _____ to _____
_____.

The applicant has/had been working at construction sites upon which "major buildings" are
being constructed, such as: (check/list all apply)

- be constructed to a height of 10 or more stories;
- be constructed to a height of 125 feet or more;
- have a lot coverage of 100,000 square feet or more;

The applicant is familiar with all safety procedures for the construction site safety. During the
employment, the applicant's has/had the responsibility for construction site safety and /or
supervision of construction when construction, alteration and demolition work is being
conducted. Specific job responsibilities involve such as:

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions
required by the holder of this Certificate of Fitness.

(Printed name of Employer)

(Employer's title)

(Signature of Employer)

NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.