

Sample Supervision Letter

(To Be Submitted on Company Letterhead)

Date:

To Whom It May Concern:

_____ has been employed by _____ from _____ to _____ under the supervision of _____ License number _____. The above mentioned apprentice has worked a total of _____ hours over the course of this time period.

Under the guidance and supervision of a Massachusetts Licensed Dispensing Optician, the above mentioned performed the following tasks and duties:

Prescription Analysis and Interpretation	_____ Hours
Communication with Patients/Customers	_____ Hours
Administrative Tasks and Duties	_____ Hours
Lens Cutting	_____ Hours
Edging	_____ Hours
Contact Lenses	_____ Hours
Utilization of Standard Ophthalmic Equipment	_____ Hours
Fitting and Adjusting	_____ Hours
Drilling	_____ Hours
Lens Measuring	_____ Hours
_____	_____ Hours
_____	_____ Hours
_____	_____ Hours

It is our feeling that, if granted your approval, _____ will go on to become an outstanding optician for the Commonwealth of Massachusetts.

Sincerely,

(Licensed Optician)

(NOTARY PUBLIC)