



United States
Department of
Agriculture

Food Safety
and Inspection
Service

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LEARNING PARTNERSHIPS: PEOPLE WORKING TOGETHER FOR YOU

To: Servicing Human Resources Office (SHRO)

From: Stephanie Wilkins
Chief Training Officer, Center for Learning

Subject: Test Result Announcement

This letter announces the following employee's test result for the Training Program.

NAME:	CURRENT TITLE:
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DISTRICT:

CLASS NAME:

CLASS ENDING DATE:

TEST: <input type="checkbox"/> INITIAL POST-TEST <input type="checkbox"/> RE-TEST	TEST RESULT: <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED
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NEXT STEP:

- ☐ This announcement certifies that the employee mentioned above has successfully completed the training program.
- ☐ Please schedule a re-test with the Center for Learning.
- ☐ The Center for Learning will inform the District Office and the Human Resources Field Office of the failed retesting results.
- ☐ For positions that are not allowed a retest, the Center for Learning will inform the District Office, the Human Resources Field Office, and the Labor and Employee Relations Branch of the failed initial post-test results.