

# EMPLOYER REFERENCE LETTER

To Whom It May Concern:

This letter confirms the employment details of the individual named below. It is provided as a reference for employment verification purposes in accordance with applicable Canadian laws and regulations.

## Employee Information:

Full Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Employment Status (Full-time/Part-time/Contract): \_\_\_\_\_  
Employee Number (if applicable): \_\_\_\_\_

## Employment Details:

Date of Commencement: \_\_\_\_\_  
Current Annual Salary (CAD): \_\_\_\_\_  
Employment Status Confirmation: \_\_\_\_\_

## Employer Information:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Statement of Employment:

This is to certify that the above-named employee is employed by the undersigned employer, and that the information provided herein is accurate and complete to the best of the employer's knowledge. This letter is issued without any responsibility on the part of the employer and is solely for the use of the recipient. The employer complies with all applicable federal and provincial employment standards and privacy laws in Canada.

## Confidentiality and Legal Compliance:

This letter contains confidential information intended for the use of the recipient only. Disclosure, copying, distribution, or use of this information for any purpose other than for which it is intended is strictly prohibited. The employer makes no warranties beyond those stated and shall not be liable for any damages resulting from reliance on this letter.

## Authorized Signatory:

Name of Authorized Person: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**EMPLOYER SIGNATURE**

Signature: \_\_\_\_\_

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