

## EMPLOYMENT REFERENCE LETTER

To Whom It May Concern:

This letter confirms the employment details of the individual named below, issued for the purpose of employment verification, reference, or any other lawful use as requested by the employee or prospective employer.

### Employee Information:

Full Name: \_\_\_\_\_  
Position / Job Title: \_\_\_\_\_  
Department / Division: \_\_\_\_\_  
Employment Status (e.g., Full-Time, Part-Time): \_\_\_\_\_  
Employee Number (if applicable): \_\_\_\_\_

### Employment Details:

Date of Commencement of Employment: \_\_\_\_\_  
Current Salary / Wage: \_\_\_\_\_ CAD  
Employment Duties and Responsibilities:

Provide a summary of the primary duties and responsibilities associated with the employee's position, including but not limited to key tasks, supervisory roles, and any special functions performed.

### Performance and Conduct:

The employee has demonstrated professional conduct consistent with company standards. Performance has been satisfactory and meets the expectations for the role held.

### Additional Information:

This letter is provided upon the employee's request and should not be considered a guarantee of employment or remuneration beyond the terms described herein.

### Authorized Signatory:

Name: \_\_\_\_\_  
Position / Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
  
Signature: \_\_\_\_\_

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