**MUST BE ON FACULTY/DEPARTMENT LETTERHEAD AND INCLUDE CONTACT INFORMATION**

**ADDRESS, PHONE NUMBER AND EMAIL ADDRESS**

Click Here to Enter a Date

Insert Employee’s Complete Name (as it appears on his/her passport) and Address

Date of Birth: insert date of birth

**LETTER OF REFERENCE/CONFIRMATION OF EMPLOYMENT FOR PERMANENT RESIDENCE:**

**ASSISTANT PROFESSOR, NOC 4011**

Insert name is employed as a Title in the Faculty of INSERT NAME, Department of INSERT DEPARTMENT. She/He receives a salary of enter salary and benefits.

This is a full-time permanent position, working 50 hours per week. As per the Employment Contract, she/he is in a tenure track position which had a probationary period (as is standard for Academic positions) from enter start date and end date of probationary period. Insert name continues to be employed as a permanent employee with no end date, as per her/his current contract.

The following job duties for this position include:

* Teaching undergraduate and graduate students;
* Prepares and delivers lectures to students;
* Administers and grades examinations, assignments, and reports;
* Conducts research in field of specialization and publishes findings in scholarly journals and/or books.

Sincerely,

SUPERVISOR NAME  
Professor and Chair,

Department of \_\_\_

|  |  |  |
| --- | --- | --- |
|  |  | Signature |
| Insert name and job title |  |  |
|  |  |  |