**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

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

**JOB POSITION TITLE NOC 4011 (provide the correct NOC)**

Insert name is employed as a Title in the Faculty of INSERT NAME, Department of INSERT DEPARTMENT.

Employment start date: enter start date and end date (if applicable)

Salary and Benefits: enter salary and benefits (if applicable)

The position is (INSERT full time, 40 hours per week) and they continue to be employed in this position.

The following job duties for this position include:

* teaches undergraduate and graduate students and conducts research;
* prepares and delivers lectures to students;
* administer and grade examinations, assignments and reports;
* conduct research in field of specialization and publish findings in scholarly journals and/or books.

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