**[Date]**

Subject: Employment Reference Letter for **[employee name]** at **[place of employment]**

To whom it may concern,

This letter serves as confirmation of employment for **[employee name]** at **[place of employment]**. **[Pronoun]** started as a **[position title]** on **[date]**. **If applicable:** The position ends/ended **[date]**. The workload is **[hours per week]**, and **[pronoun]** receives a salary of **[salary]** and benefits of **[list of benefits]**.

**Position title and NOC Code:**

**The duties and responsibilities of the job include:**

* **[Duty 1]**
* **[Duty 2]**
* **[Duty 3]**
* **[Duty 4]**
* **[Duty 5]**

Best regards,

**[Supervisor name]**

**[Supervisor job title]**

**[Supervisor signature]**