

Mandatory information on the employment reference letter

Work Experience Letter Checklist:

- Printed on company letterhead
- Applicants name
- Applicants job title
- All positions held by the applicant with this employer
- Applicants job duties/reponsibilities
- Applicants job status (if it is a current job)
- Applicants start/end dates with the company
- Number of hours worked per week by the applicant
- Annual salary of the applicant (plus benefits - e.g. "...and full company benefits")
- Company's contact information:
 - Address
 - Telephone number
 - Email address
- Signing supervisor/personnel officer name
- Signing supervisor/personnel officer job title

On the next page, you will find a template of the letter. Your letter does not need to be exact same as the template, however make sure **it includes all the information mentioned in the checklist above.**

(company letterhead)

(date)

Immigration, Refugees and Citizenship Canada

Dear Sir or Madam:

RE: (clients name)

DOB: (clients DOB)

This letter is to confirm that (clients name) is employed with (company/employer) in a (temporary/permanent, full-time/part-time) position for (hours per week) since (employment start date). Their annual salary is (salary in CND\$) and includes (company benefits, if applicable). Details of their position are as follow:

Position Title: (clients professional title and corresponding NOC code)

Location: (address of employment)

Key Duties:

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We thank you for your consideration of (clients name) application.

Sincerely,

(employer signature)

(title of employer)

(company address)

(company phone number)

(contact email address)