

CORPORATE OFFICES
ONE STREET
City,
STATE
TELEPHONE: 617-123-123
www.abccompany.com

<Date>
<First_nam> <Last_Nam> ,

<Address_Line1>
<Address_Line2>
<Address_City_nam> , <Address_Postal_cd>

Dear Eddie Employee

I am writing in response to your request for verification of your employment with ABC.

You began your employment with ABC on <Hire_dt> , and currently hold the position of
<Job Title> . This is a <Full_time_flg> , <Reg_Temp_Flg> position. Your base pay rate is
CAD\$<Hourly_Rate> per hour.

Sincerely,
Human Resources