



June 28, 2019 **3**

Re: John Doe

To Whom It May Concern,

This letter serves as a confirmation that John Doe has been employed full-time **2** ABC Company – since January, 15th 2019. **4** John holds the position of Office Manager **1** earns \$100,000 **1** annually with a potential of earning a 10% bonus.

Please advise if any further information is required.

Sincerely,

 **5**

Julie  
Human Resources Manager  
ABC Company  
Phone (613)-800-0000 **6**

## Must Include

- 1** Job role and annual salary or hourly rate
- 2** Guaranteed number of hours if applicable. If no guaranteed hours apply, then should state casual or part-time.
- 3** Date within 30 days of application
- 4** Start date of employment
- 5** Document must be signed by the author
- 6** Include contact information

\*\* We will need a supporting recent paystub and we may require one or more from the list below depending on your situation \*\*

- A T4 for each of the past 2 years and/or a Notice of Assessment for each of the past 2 years
- Full T1 generals for each of the past 2 years