# Sample Letter of Confirmationof Employment

[Company Letterhead]

[Date]

FP Canada

902-375 University Avenue

Toronto, Ontario M5G 2J5

Dear FP Canada Administration:

I am writing to confirm the employment of [First Name] [Last Name]. [First Name] has been employed with [Company Name] since [date]. Her/His employment history (including positions, dates and nature of duties) includes the following:

* [Position 1]
* [Start Date (mmddyyyy)] – [Completion Date (mmddyyyy]
	+ [Relevant duties linked to FP Canada Competency Profile]
	+
* [Position 2]
* [Start Date (mmddyyyy)] – [Completion Date (mmddyyyy]
	+ [Relevant duties linked to FP Canada Competency Profile]
	+
* [Position 3]
* [Start Date (mmddyyyy)] – [Completion Date (mmddyyyy]
	+ [Relevant duties linked to FP Canada Competency Profile]

If you have any questions regarding the employment of [First Name] [Last Name], please do not hesitate to contact me directly at [phone number] or via e-mail at [e-mail address].

Sincerely,

[Manager/Supervisor Signature]

[Manager/Supervisor Full Name]

[Manager/Supervisor Position Title]