



<Company logo

October 13, 2021 <Must be dated with 30 days.

RE: John Doe

To whom it may concern.

Please accept this letter as confirmation of employment for John Doe, who joined our company on June 1, 2015 and completed his probationary period on September 1, 2015. <No probation

Sample text for salaried employee

His employment as Financial Controller is a salaried, full time and permanent position. John's current annual salary is \$85,000.00. <Annual salary

Sample text for hourly employee

His employment as Bookkeeper is a full time and permanent position. John is paid on an hourly basis at \$20.00 per hour. As a full time employee, he is guaranteed at least 40 hours per week.

^Hourly rate

^Guaranteed hours per week

Please feel free to contact me directly if you require any further clarification.

Sincerely,

<Must be signed.

Jane Doe

Human Resources Manager

Direct Ph: 604-555-5678 <Must have the phone number to the person who wrote the letter.

2626 Croydon Dr. • Surrey, BC V3Z 0S8 • Tel: 604-555-1234

^Company address^