



October 29, 2016

[Name of Reference]

[Title of Reference]

[Address]

To Whom it May Concern:

Please accept this letter as confirmation of employment for John Doe. John is currently employed full time by our firm and acts in the capacity as Director of Operations. He earns an annual salary of \$134,000 CAD and also earns bonuses based on performance.

His total earnings in the prior two years were:

2014	\$156,734
2015	\$162,456

If you have any questions, please contact me directly at 604-657-6775 or jaime@somecompany.com

Sincerely,

A handwritten signature in black ink that reads 'Jaime Someone'.

Jaime Someone
Director of Human Resources
604-657-6775