{Either Company letterhead with contact information (e-mail, address, phone number)

OR Manager’s name and contact information (professional e-mail, address, phone number)}

**Subject: REFERENCE LETTER — EMPLOYMENT AT {Company Name}**

{City, Date}

To whom it may concern,

I, {Name of Manager}, hereby certify, as the direct manager of (Your Name}, that {he/she} has been employed by {Company name} since {Date of hiring} as a {Job title}, and works {full-time or part-time} with a workload of {number of work hours per week} till now with monthly/annual salary of (amount in local currency)

OR

This letter is to certify that {Your Name} has been working with our company since {Date of hiring} as a {Job title} till {Last date of employment} as a {Job title}

The duties and responsibilities of {Your name} as a {Job title} are as follows:

* {Duty 1}
* {Duty 2}
* {Duty 3}
* {Duty 4}
* {Duty 5}

For PR job offer add in the first paragraph: and can continue to work with our company after obtaining PR status in Canada.

Should you need any further information please do not hesitate to contact us

**{Manager title}**

Manager name

Email

Phone number