

LETTER TEMPLATE – CERTIFICATION OF EMPLOYMENT/PREVIOUS

PLEASE USE THE EMPLOYER'S LETTERHEAD
Fill in the sections in italics.

“City, Date”

Bureau de la sécurité privée
6363, route Transcanadienne Ouest, bureau 206
Saint-Laurent (Québec) H4T 1Z9

Subject: Certification of previous employment

Madam, Sir,

I hereby certify that *“Applicant’s first and last name”* has worked for our company from *“date of hire”* to *“date of termination”* as a *“specify position”*.

Functions/responsibilities of *“Applicant’s Name Surname”* were the following:

This individual has worked as described above an average of *“number of hours”* per week.

I trust this meets your requirements.

“Handwritten signature”

“First and last name of the person duly authorised to sign this certification”

“Business title”

“Company name”

“Company’s address”

Tel.:

Email: