

# 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  
1611 Crémazie Blvd. East, Suite 500  
Montréal, Québec H2M 2P2

**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: