

**Employment Verification Letter Example for Current Employment - This letter must be on company  
letterhead**

**DATE**

Board of Canadian Registered Safety Professionals  
6700 Century Ave Suite 100  
Mississauga, ON L5N 6A4

To Whom It May Concern:

This letter is to verify that **NAME OF APPLICANT** is employed at **NAME OF COMPANY** in the position of **NAME OF POSITION**. This position is **FULL-TIME/PART-TIME/CONTRACT**.

**NAME OF APPLICANT** started working in this capacity on **EMPLOYMENT COMMENCEMENT DATE** and is still working in this position as of **DATE OF LETTER**.

If you require any additional information, please contact me at **PHONE #** or via **EMAIL**.

**SIGNATURE REQUIRED**

**NAME OF INDIVIDUAL WHO SUPPLIED LETTER**  
**TITLE OF INDIVIDUAL WHO SUPPLIED LETTER**

**Employment Verification Letter Example for Previous Employment This letter must be on company  
letterhead**

**DATE**

Board of Canadian Registered Safety Professionals  
6700 Century Ave Suite 100  
Mississauga, ON L5N 6A4

To Whom It May Concern:

This letter is to verify that **NAME OF APPLICANT** was employed at **NAME OF COMPANY** in the position of **NAME OF POSITION**. This position was **FULL-TIME/PART-TIME/CONTRACT**.

**NAME OF APPLICANT** commenced employment in the above mentioned position with our company on **EMPLOYMENT COMMENCEMENT DATE** until **EMPLOYMENT TERMINATION DATE**.

If you require any additional information, please contact me at **PHONE #** or **EMAIL**.

**SIGNATURE REQUIRED**

**NAME OF INDIVIDUAL WHO SUPPLIED LETTER**  
**TITLE OF INDIVIDUAL WHO SUPPLIED LETTER**