SAMPLE – **Work Letter from Employer**

SAMPLE
(must be on company letterhead with company address and phone number)

To Whom It May Concern:

This letter is to confirm that *(Full Name)* was employed at *(Company Name)* from *(day/month/year)* to *(day/month/year)* and worked *(XX)* hours per week

He/She was a *(position title - i.e. cabinetmaker)* and worked for *XX* hours per week.

His/her duties and responsibilities were:
(list of responsibilities should be specific and detailed, i.e.:
Fabrication and finishing of custom cabinets and countertops for commercial use.
Fabrication and finishing of custom office furniture for commercial use.
Fabrication and finishing of custom bathroom vanities for commercial use.
Study plans, specifications or drawings of articles to be made, or prepare specifications.
Mark outlines or dimensions of parts on wood.
Operate woodworking machines, and use hand tools to cut, shape and form parts and components.
Trim joints and fit parts and subassemblies together to form complete unit using glue and clamps and reinforce joints using nails, screws or other fasteners.
Sand wooden surfaces and apply veneer, stain or polish to finished products.)

I also certify that I, *(Supervisor's Full Name)* was his/her supervisor from *(day/month/year)* to *(day/month/year)* in my position as *(position title - i.e. Shift Manager)*.

OR

I also certify that I, *(Supervisor's Full Name)*was the personnel manager of the above business from *(day/month/year)* to *(day/month/year)*

Sincerely,
[Original Signature - *include full name & position title*]

***Note**: If the company is owned by a family member and/or if the letter has been signed by a family member, this must be disclosed in the letter.*

This is a SAMPLE ONLY and is intended to assist applicants to Brock's Technological Education Teacher Education Program by providing guidance related to the clear and complete statement of information related to the documentation of skilled wage-earning experience at a company that is no longer in business. This sample is not intended to provide legal advice or guidance related to the technical preparation of an affidavit or statutory declaration. Applicants should seek qualified legal advice to ensure that the document that they prepare satisfies legal requirements.