



Sample Letter of Confirmation of Employment

[Company Letterhead]

[Date]

Financial Planning Standards Council
902-375 University Avenue
Toronto, Ontario M5G 2J5

Dear FPSC Administration:

I am writing to confirm the employment of [First Name] [Last Name]. [First Name] has been employed with [Company Name] since [date]. Her/His positions, dates and nature of activities are as follows:

- ▶ [Position 1]
- ▶ [Start Date] – [Completion Date]
 - ▶ [Duty 1]
 - ▶ [Duty 2]
 - ▶ [Duty 3]

- ▶ [Position 2]
- ▶ [Start Date] – [Completion Date]
 - ▶ [Duty 1]
 - ▶ [Duty 2]
 - ▶ [Duty 3]

- ▶ [Position 3]
- ▶ [Start Date] – [Completion Date]
 - ▶ [Duty 1]
 - ▶ [Duty 2]
 - ▶ [Duty 3]

If you have any questions regarding the employment of [First Name] [Last Name], please do not hesitate to contact me directly at [phone number] or via e-mail at [e-mail address].

Sincerely,

[Manager/Supervisor Signature]

[Manager/Supervisor Full Name]
[Manager/Supervisor Position Title]