

# Sample Letter of Confirmation of Employment

---

[Company Letterhead]

[Date]

Financial Planners Standards Council  
902-375 University Avenue  
Toronto, ON 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 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]

# Sample Résumé

---

[First Name] [Last Name]  
[Preferred Address]  
[Preferred Phone and e-mail]

## **Licenses/Certifications**

- [Licence 1]  
[Date Licensed]
- [Licence 2]  
[Date Licensed]
- [Certification 1]  
[Date Granted Certification]
- [Certification 2]  
[Date Granted Certification]

## **Employment Experience**

[Employer 1]  
[Start Date (mmddyyyy)] – [End Date (mmddyyyy)]  
[Position Title]

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]

[Employer 2]  
[Start Date (mmddyyyy)] – [End Date (mmddyyyy)]  
[Position Title]

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]

[Employer 3]  
[Start Date (mmddyyyy)] – [End Date (mmddyyyy)]  
[Position Title]

- [Duty 1]
- [Duty 2]
- [Duty 3]
- [Duty 4]