

Must be on company letterhead

Name

Company Name (if applicable)

Street Address

City, Province, Postal Code

Date

Education Student Services

Faculty of Education, Queen's University

511 Union Street

Kingston, Ontario, K7M 5R7

Dear Education Student Services,

This letter is to certify that **INSERT FULL NAME OF APPLICANT** worked for **INSERT BUSINESS NAME** from **EMPLOYMENT START DATE** to **EMPLOYMENT END DATE** in the position of **POSITION TITLE**. In this position, **INSERT APPLICANT'S NAME** was employed on a **part time / full time basis / contract (select one)** basis and worked **INSERT NUMBER OF HOURS** per week. In this position, **INSERT APPLICANT'S NAME** duties included:

- Provide a detailed description of the work duties performed including a detailed description of the duties and skills used in this position.
- Please provide any employment gaps as a bullet point. E.g., "did not work for company from May 25, 2020 – September 25, 2020.

Sincerely,

Name

Title