

How To Write An Employer Letter

The intent of an employer letter is to provide information about the years, hours and scope of the trade during which an employee worked for you. Verification of the hours and years, as well as attesting to the tasks performed by your employee in their trade is critical to our assessment.

Step 1

Include your name, address, phone number, etc. on company letterhead.

Step 2

Include specific dates of employment.

In your letter include the start and end dates your employee worked in their trade while in your employ. For example:

“This letter is to confirm that _____ was employed from _____ to _____ for a total of _____ hours.”

Step 3

Include a detailed list of tasks performed by your employee during this period of time.

In your letter include a detailed list of the tasks your employee performed in their trade during the time they worked for you. For example:

“This letter is to confirm that _____ has been employed with _____ from _____ to _____ for a total of _____ hours.”

“ _____ performed the following tasks while in our employ:”

-
-
-
-
-
-

I can verify that _____ is competent in the above mentioned tasks.

Step 4

Sign and date your letter and include your working title.

1-877-978-7233

www.manitoba.ca/tradecareers

rev.09/11

Thompson
118-3 Station Rd.
R8N 0N3
204-677-6346
Fax 204-677-6689

The Pas
305 Fourth St. W
R9A 1M4
204-627-8290
Fax 204-627-8137

Brandon
128, 340-9th St.
R7A 6C2
204-726-6365
Fax 204-726-6912

Winnipeg
1010-401 York Ave.
R3C 0P8
204-945-3337
Fax 204-948-2346