

## **Sample Employment Letters**

**Letter must be dated, signed and be on company letterhead**

### **Sample Employer Letter 1 - Regular work hours, No driving at work**

We confirm that Jane Doe is employed with ABC Company as a Labourer. Jane started her employment with us on January 7, 2008. Her regular hours of work are Monday to Friday with regular hours from 8:30 am until 4:30 pm. She is not required to drive at work but our facility is not accessible by public transit. Jane will not lose her job if she does not have a licence.

### **Sample Employer Letter 2 - Regular work hours, driving at work**

We confirm that John Smith is employed with our ABC Company as a Labourer and has been employed with us since July 21, 2019. His regular hours of work are Monday to Friday with normal hours from 8:30 am until 4:30 pm. However, sometimes he is required to work overtime and the earliest start time is 7:00 am and the latest end time is 7:00 pm. John is required to drive at work and is required to drive a company vehicle. John's employment with the company is in jeopardy if he is unable to drive while at work.

### **Sample Employer Letter 3 - Regular work hours, different days**

We confirm that Jane Doe is employed with our ABC Company as a Labourer and has been employed with us since March 28, 2010. Jane typically works 5 or 6 days a week Monday through Saturday. The times that she works vary depending on demands. Her earliest start time is 7:00 am and the latest end time is 7:00 pm. Jane is required to drive at work and uses her personal vehicle. If Jane is unable to drive at work she may be demoted and face a reduction in income.

### **Sample Employer Letter 4 - Shift Work**

We confirm that John Smith is employed with ABC Company as a Labourer and has been employed with the company since August 5, 2020. John works shift work. The shifts run seven days a week. There are three possible shifts. The first shift is from 8 am until 4pm; second shift is from 4pm until 12 am and the last shift is from 12 am until 8 am. John is required to drive during the day and evening shift. John is only required to drive in the case of an emergency during the midnight shift. John drives a company vehicle at work.