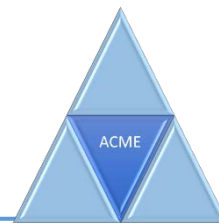


# ACME Enterprises<sup>1</sup>

Century Apartment Complex  
25 Centre Street NW  
Calgary, AB T2E 1P5



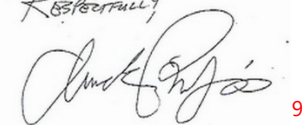
May 15, 2020<sup>2</sup>

RE: Dr. Maria Acosta<sup>3</sup>  
Apt 123, 1500 Circle Crescent NW  
Calgary, AB T2T 2T2

To Whom It May Concern:

Dr. Maria Acosta is currently employed as a regular<sup>4</sup> part-time Marketing Representative at ACME Enterprises working an average of 30 hours per week<sup>5</sup>. She has been with the company since February 15, 2019<sup>6</sup>. During this period, she was not absent from work for more than three consecutive weeks<sup>7</sup>.

Should you have any questions or require further information regarding the above, please contact me on my direct telephone line at 1 403 555 5555<sup>8</sup>.

Respectfully,  
<sup>9</sup>

Chuck Phyllis, Operations Director  
ACME Enterprises

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<sup>1</sup> Printed on employer's letterhead and include employer address

<sup>2</sup> Date letter was prepared, must not be before May 15, 2020

<sup>3</sup> Applicant's name and address

<sup>4</sup> Applicant's employment status (e.g. full-time, part-time, casual, on-call)

<sup>5</sup> For part-time, contract or casual positions, state average number of hours worked per week

<sup>6</sup> Date of hire

<sup>7</sup> Any absences from work for more than three consecutive weeks noted

<sup>8</sup> Supervisor, manager or human resource representative contact information **in Alberta** (work number preferred), including title or position within company

<sup>9</sup> Signed by supervisor, manager or human resource representative