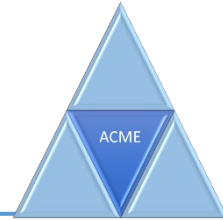


ACME Enterprises¹

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



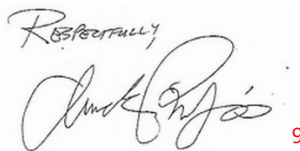
May 3, 2021²

RE: Dr. Maria Acosta³
Apt 123, 1500 Circle Crescent NW
Calgary, AB T2T 2T2

To Whom It May Concern:

Dr. Maria Acosta is currently employed as a regular⁴ part-time Marketing Representative at ACME Enterprises working an average of 30 hours per week⁵. She has been with the company since February 15, 2020⁶. During this period, she was not absent from work for more than three consecutive weeks⁷.

Should you have any questions or require further information regarding the above, please contact me on my direct telephone line at 1 403 555 5555⁸.

Respectfully,
⁹

Chuck Phyllis, Operations Director⁸
ACME Enterprises

¹ Printed on employer's letterhead and include employer address

² Date letter was prepared, must not be before May 3, 2021

³ Applicant's name and address

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

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

⁶ Date of hire

⁷ Any absences from work for more than three consecutive weeks noted

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

⁹ Signed by supervisor, manager, or human resource representative