{Either Company letterhead with contact information (e-mail, address, phone number)

OR Manager’s name and contact information (professional e-mail, address, phone number)}

**Subject: REFERENCE LETTER — EMPLOYMENT AT {Company Name}**

{City, Date}

To whom it may concern,

I, {Name of Manager}, hereby certify, as the direct manager of {Your Name}, that {he/she} has been hired by {Company name} since {Date of hiring} as a {Job title}, and works {full-time or part-time} with a workload of {number of work hours per week}, and is still working at {Company name} under my supervision {if previous job, use the past tense and add the date of ending of employment}. His/her annual salary is {amount in local currency} and benefits consist of {list of benefits}.

The duties and responsibilities of {Your name} as a {Job title} are as follows:

* {Duty 1}
* {Duty 2}
* {Duty 3}
* {Duty 4}
* {Duty 5}

{If the manager would not provide some IRCC required information, you can for example add « Not having the necessary authority, I cannot attest to the salary of {Your name}, nor use the letterhead of {Company name} for this letter »}

Hoping to meet your expectations,

**{Manager title}**

Manager name