



October 15, 2011

To: Whom it may concern,

This is to confirm that Jane Doe has been an employee with Widget Corporation since June 1, 2006.

Her position is a full time level 4 Engineer at a salary of 84,000 annually.

Should you have any further questions, please do not hesitate to contact me at the number listed below.

Sincerely,

John Doe,  
Human Resources Department Facilitator  
Widget Corporation

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**Widget Corporation**

100 Widget Way  
Hamilton, Ontario  
L8P 1C0

905-546-0000