ABC Construction  
123 Apple Lane  
North Bay, ON  
P1B 1B1

August 25, 2016

**RE: JAMES HUNT**

To Whom It May Concern,

Please consider this letter confirmation that James Hunt has been employed with ABC Construction since March 26, 2015 as a Concrete Forman. In this full-time position he earns an hourly rate of $24.75.

If you require any further information concerning Mr. Hunt’s employment with ABC Construction, please feel free to contact me directly at (555) 555-5555 or via email at samantha@emailaddress.com

With Regards,

Samantha Dyck  
Human Resources Manager  
ABC Construction