

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, Province, Postal Code]

Dear [Employer's Name],

Subject: Request for PGWP Employer Verification Letter

I hope this message finds you well. I am writing to request an official letter verifying my employment with [Company's Name] for my Post-Graduation Work Permit (PGWP) application.

Please include the following information in the letter:

1. My full name
2. Job title and description of my position
3. Dates of employment (start date and end date, if applicable)
4. Number of hours worked per week
5. Verification of my work status as a full-time employee
6. Company contact details

Your assistance in providing this letter will greatly help me in completing my PGWP application.

Thank you for your support.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID (if applicable)]