

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

Subject: Reference Letter for Post-Graduation Work Permit

I am writing to confirm that [Employee's Name] has been employed at [Company's Name] as a [Job Title] from [Start Date] to [End Date]. During this period, [he/she/they] has made significant contributions to our team.

[Employee's Name] has demonstrated exceptional skills in [specific skills or tasks related to the job], and has been an asset to our organization. [He/She/They] has consistently exceeded expectations in [specific achievements or responsibilities].

This letter serves to support [Employee's Name]'s application for a Post-Graduation Work Permit in Canada. I believe that [his/her/their] work experience at [Company's Name] will greatly benefit [his/her/their] future endeavors.

Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Job Title]
[Company's Name]
[Phone Number]
[Email Address]