



TEL : 123456789

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EMAIL: [ask@abc.com](mailto:ask@abc.com)

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Address: 123 Sun Way, Vancouver, BC, V1A 08Z

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## **Private & Confidential**

Aug 8, 2018

Re: Letter of Employment – Mr. John Smith

To Whom It May Concern:

This letter confirms that Mr. John Smith is currently holding a full-time permanent position at ABC Inc. as Administrative Assistant (NOC 1241) since Jan 1, 2016. Below shows the terms of employment with us:

**Job Title:** Administrative Assistant

**Employment Since:** Jan 1, 2016

**Employment Type:** Full Time Permanent

**Employment Status:** Active

**Wage:** \$15 per hour (Jan 1, 2016 – March 31, 2016)

\$25 per hour (April 1, 2016 – now)

**Hours of Work:** 40 hours per week

### Main Duties are as follows:

- Schedule and confirm appointments and meetings of employer
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Determine and establish office procedures
- Greet visitors and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- Arrange travel schedules and make reservations
- May compile data, statistics and other information to support research activities
- May supervise and train office staff in procedures and in use of current software.

### Annual Vacation

- Vacation year is considered between January 1 and December 31. After the first year of employment, you will be entitled to 10 days of paid vacation.



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**Policies and Procedures:**

- You are required to comply with the Company's policies and procedures as published and amended by the Company from time to time in its sole discretion.

**Travel Benefits:**

- You are required to entitle full reimbursement on business travel

Sincerely,

Wayne Zheng

Human Recourses Manager

Wayne.Zheng@abc.com

Tel: 123456789 Ext: 116

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