

Company Letterhead

Date

Re:

To Whom it May Concern,

This letter certifies the employment of your name by this company in the skilled trades classification of your trade for the time period of hire date to recent completion date of training.

He/she is considered fully qualified for work in this skilled trade classification through having qualified for the maximum rate of that classification.

Very truly yours,

Title of Company or HR Representative

A LETTER LIKE THIS (OR CERTIFICATE) MUST ACCOMPANY THE APPLICATION AS PROOF OF TRAINING/EMPLOYMENT EXPERIENCE.

If your company/plant has closed, please seek to contact someone for employment records.