



**WEST VANCOUVER
SCHOOL DISTRICT**
The premier place for learning.

Company
letterhead

May 11, 2015

Letters of employment
should be no more
than 30 days old

TO WHOM IT MAY CONCERN:

RE: YOUR NAME

This is to confirm that
Vancouver) as a teacher since

has been employed with School District (West

YOUR START DATE

current annual salary is \$\$\$\$

Yours truly,

Manager Payroll and Benefits

MANAGER'S NAME & CONTACT INFO