[Date]

To Whom It May Concern,

This letter is to confirm that [Employee Full Name] has been employed with [Company Name] in the position of [Job Title]. [Employee Full Name] has been working with us from [Start Date] on a [Full-Time/Part-Time] basis, with a weekly schedule of [Number of Hours]. Their salary is [Amount] per [Hour/Week/Month/Year].

As part of their role, [Employee Full Name] is responsible for the following duties:

- Collecting and documenting user requirements and developing logical and physical specifications.
- Researching, evaluating, and synthesizing technical information to design, develop, and test computer-based systems, including mobile applications.
- Developing data, process, and network models to optimize architecture and evaluate the performance and reliability of designs.
- Planning, designing, and coordinating the development, installation, integration, and operation of computer-based systems, including mobile applications.
- Assessing, testing, troubleshooting, documenting, upgrading, and developing maintenance procedures for operating systems, communications environments, and applications software.

This position aligns with the NOC code [NOC Code], as defined by the Canadian National Occupational Classification.

Should you require further clarification or additional information, please feel free to contact us. You may reach out to [Manager/HR Name], [Designation], at [Email Address] or [Phone Number].

Sincerely,

[Signature]

[Manager/HR Name]

[Designation]