



Employment Letter Request Form For Inactive Concordia employees

Personal information

Last name: _____ First name: _____ Previous Employee ID: _____

Delivery instructions

Note that for former employees, letters will be sent to the personal email address in your employee file.

In order to protect your personal information, we do not share any information on employment status with anyone but the former staff or faculty making the request. Staff and faculty can provide this information to the third party. Should a third party wish to verify the authenticity of a letter issued by our offices, they can contact the person who has signed your letter. For more information about how Concordia protects personal information, please review Concordia University's [Policy and protection of personal information](#) statement.

Type of letter required

Please choose one of the following two options:

- Work certificate:** Validates past employment. Includes: Nature and duration of employment, date of hire, date of termination, name and address of Concordia University.
- Letter of attestation:** Validates past employment. Includes: last position title, department name, date of hire, date of termination, and most recent terms of employment such as hours and salary.

Note: Human Resources can only attest to past and current contracts on file. Neither attestation letters nor work certificates mention the quality of work or the conduct of the employee.

Select the letter's language: English French

Please provide additional details regarding the purpose of the request:

Signature

Signature: _____ Date (D/M/Y): _____

Form owner: Human Resources, version: January 2026