

Halton Precision Manufacturing Inc.

120 Harvester Rd
Burlington ON L7N 3T4
+1 905-555-0142
hr@haltonprecision.example

October 9, 2026

Re: Confirmation of employment — Amara Osei

To whom it may concern:

This letter confirms that Amara Osei is employed by Halton Precision Manufacturing Inc. as CNC Machinist, and sets out the particulars of that employment. Employment began on March 4, 2024 and is ongoing.

Position	CNC Machinist
Classified NOC	72100 — Machinists and machining and tooling inspectors
Employment period	From March 4, 2024, ongoing (permanent)
Scheduled hours	full-time, 40 scheduled hours per week
Compensation	CAD \$32.50 per hour (\$67,600.00 equivalent annual rate)
Place of work	Burlington, ON
Reports to	Marcus Oyelaran

Principal duties

During the tenure of this employment, the employee performs the following duties:

- Read and interpret blueprints, drawings and specifications to plan machining operations.
- Set up, program and operate CNC milling and turning centres to produce precision parts.
- Calculate dimensions and tolerances, and lay out work pieces for machining.
- Inspect finished parts with micrometers, calipers and gauges to confirm they meet specification.

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Breaks in employment

There was no break in employment during the period covered by this letter, other than statutory holidays and regular paid employment benefits.

Should you require further confirmation, please contact the undersigned.

Yours truly,

Dana Whitfield

HR Manager

Halton Precision Manufacturing Inc.

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APPENDIX

Scheduled hours

	Scheduled	Capped at 30 h/week
Weekly hours	40	30
Hours in this period	5428.57	4071.43

Scheduled hours, not hours worked. The last column uses the lesser of the scheduled week and 30 hours per week.

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APPENDIX

Audit trail

Requested	October 6, 2026 · Amara Osei · identity verified September 30, 2026
Signed	October 9, 2026 · Dana Whitfield · identity verified September 12, 2026
Issued	October 9, 2026 · LP-7Q4D-2X

Identity checks are Lexpoint Workforce verifications, not a government clearance.

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