# ProPASS Program

# Auxiliary Employee – Employment Confirmation Letter

Government Department

Employee Surname (Print) First Name (Print)

The ProPASS payroll deduction starts at the date indicated on the application form and continues for a minimum of **one-year**.

The undersigned verifies that the named employee will be employed with the company as an auxiliary employee and must be able to commit to the ProPASS program for a one-year term.

The anticipated minimum **one-year** term of auxiliary employment noted on this form may change as it is dependent on work requirements, salary funds being available and the current workforce adjustment policy.

Authorized Hiring Manager