**<To be printed on company letterhead>**

<Insert Date>

Attention: Sheri Laudy  
Canadian Society of Safety Engineering

CHSC Maintenance Program - Insurance

468 Queen St E., LL-02

Toronto ON M5A 1T7

Dear Mrs. Laudy:

**RE: <Employee Name>**

I am writing on behalf of our employee, **<Employee Name>**, and his/her obligation to provide proof of Professional Liability (Errors & Omissions) insurance coverage to maintain their Certified Health & Safety Consultant (CHSC) certification.

Please accept this letter as confirmation that **<Employee Name>** is covered under **<Employer>**’s insurance program, with a minimum of $1,000,000 coverage, while performing any duties and obligations within the scope of his employment with us.Any duties and obligations falling outside the scope of his employment would not be covered by **<Employer>**’s insurance program.

Thank you.

Sincerely,

**<Authorized Signature>**