

DECEMBER 31, 2013

Professional Home Builders Institute
301, 30 Springborough Blvd. SW
Calgary, AB T3H 0N9

Attention: Registrar

To whom it may concern,

Please accept this letter as confirmation that **ABC Homes Ltd.** employs **John Doe** in an onsite residential construction management capacity, and will support **John Doe** in Residential Construction Site Manager (RCSM) training by providing the following:

- Work experience commensurate with RCSM course content and **ABC Homes Ltd.**'s methods of construction and construction management.
- Time off work as required to attend classroom sessions and complete exams.
- Time to record and submit log book entries in order to track work experience.
- A direct supervisor who will approve log book entries for submission to the Professional Home Builders Institute (PHBI), and be a mentor in applying RCSM course content to the construction management of residences built by **ABC Homes Ltd.**

ABC Homes Ltd. will continue to assist in John Doe's RCSM training until completion of training or until further notice to The Professional Home Builders Institute.

Sincerely,

President
ABC Homes Ltd.
123 Success Street
New Town, Alberta
T0L 0B0