

[Insert date]

PRIVATE AND CONFIDENTIAL

[Name]

[Street address]

[Suburb] [State] [Postcode]

Dear [Name],

RE: [Insert employees name]'s service with [Insert Company Name]

[Insert employees name] commenced at [Insert Company Name] as a full time/part time/casual employee on [insert date] and was engaged in the position of [Position Title] until he/she resigned his/her employment on [insert date].

[Insert employees name] duties included but were not limited to:

- [insert duties]
- [insert duties]
- [insert duties]
- [insert duties]
- [insert duties]
- [insert duties]
-

[Insert employees name] worked approximately [insert X number of hours] a week as a full time/part time/causal employee.

Please do not hesitate to contact me on [insert phone number] should you wish to verify this statement of service.

Yours sincerely

[Managers name]

[Managers title]