[Date]

[Employee First Name] [Employee Surname]

[Employee's Street Address]

[Suburb] [State] [Postcode]

To Whom It May Concern

This letter is to confirm that [First name of employee] [Surname of employee] was employed at [Company Name] for a period of approximately [Insert number of years/months the employee was employed] from [Start Date] to [Insert last day of employment].

[First name of employee] [Surname of employee] was employed in the position of [Position Title] on a [Insert Employment Type] basis.

The duties performed in this position included:

* [Insert duties]
* [Insert duties]
* [Insert duties]
* [Insert duties]
* [Insert duties]
* [Insert duties]

Other than the information contained in this statement of service, it is company policy not to disclose information about any other former employee.

If you require any further information, please do not hesitate to contact me on [Insert email address] or [Insert contact number].

Yours Sincerely,

--------------------------------------------------------

[Employer First Name] [Employer Surname]

[Job Title]