**STATEMENT OF SERVICE**

***[Insert date]***

To whom it may concern,

***[Insert business name and ABN]*** employed ***[insert employee’s name]*** between ***[insert commencement date of employment]*** and ***[insert last day of employment]***.

During this period of employment, ***[insert employee’s name]*** worked as follows:

|  |  |  |
| --- | --- | --- |
| **Period of employment** | **Position** | **Basis of engagement (full time/part time/casual)** |
|  |  |  |
|  |  |  |
|  |  |  |

***[Insert employee name]***’s employment ceased because of ***[insert reasons, e.g. resignation/redundancy/dismissal, etc.]***.

Yours sincerely,

***[Insert name and position title]***