<insert date here>

<insert employee’s name here>

<insert employees address here>

<insert employee’s address here>

To whom it may concern,

**STATEMENT OF SERVICE**

<insert employee’s name here> was employed on a <insert full time, part time or casual basis here> in the capacity of <insert position title here> from <insert starting date here> until <insert finishing dates here>.

<His/Her> duties included:

* <insert details here>
* <insert details here>
* <insert details here>
* <insert details here>

<insert employee’s name here><insert reason for leaving here if the reason was by way of resignation or redundancy>

If the resignation was not by way of resignation or redundancy or you just want to add the following clause, add; (delete this text from final letter)

Company policy does not permit individual staff members from providing references.

Yours faithfully

<insert name here>

<insert position title here>

<insert company name here>