Business Letterhead including **full address**

DATE

Dear Sir/Madam

**RE: Employment reference for FULL NAME (DOB XX/XX/XXXX)**

I confirm that **FULL NAME** was employed by EMPLOYER NAME from DD MONTH YEAR to DD MONTH YEAR OR TO DATE in the role of SPECIFIC POSITION TITLE.

The location of work is COUNTRY.

The salary for this role was $XXX per year.

ENTER BRIEF DESCRIPTION OF NATURE OF SERVICES PROVIDED BY YOUR ORGANISATION

This role is FULL-TIME/PART-TIME/CASUAL for XX hours per week.

In this role, **FULL NAME** duties included:

1. This must be a **detailed description** of the **tasks undertaken**
2.
3.
4.
5.
6.
7.
8.
9.
10.

Should you require any further information, please do not hesitate to contact the undersigned.

Yours sincerely

SIGNATURE

NAME

POSITION – must be from your supervisor or HR manager – not a colleague

DIRECT CONTACT NUMBER WITHIN BUSINESS – not a personal mobile number