

Statement of Service to be provided on official letterhead

(name, full address, telephone, email and website of the organisation)

DD/MM/YY *(date written)*

To whom this may concern

This is to certify that *(applicant's full name)* is/was an employee of *(organisation's name)* and worked as a *(applicant's official position title/s)* from DD/MM/YY to DD/MM/YY *(exact period of employment in each position held)*.

(Applicant's full name) employment is/was full-time/part-time with *(number)* working hours per week. *(Applicant's full name)* monthly/annual salary is/was *(amount earned)*.

(Applicant's full name) was responsible for *(include at least 5 main duties for each position held)*.

- Describe the applicant's main responsibilities
- Provide examples of the applicant's experience, skills and abilities that relate to the nominated occupation
- If the applicant has held more than one position, provide details of any additional employment duties in the same format

Name, designation and signature of referee

(must be applicant's direct supervisor or the human resources department)

Official contact details of referee

(work telephone number and email)

Please note: The template is a guide only. Statements of service issued by employers may vary from the prescribed format but they must contain the required information.
