Company logo/letterhead

[Date]

To whom it may concern

**Statement of Service**

This Statement is to verify that [Employee name] was employed on a [full time / part time / casual / contract] basis with [Company] from [start date] to [end date].

In his / her role [role title], [employee name] was responsible for:

* Add list of duties
* Duty 2
* Etc.

(Employee name) resigned from the company/ (Employee name’s) position was made redundant (optional)

Yours sincerely

**Business Owner Name**

*Title*

*Business Name*