**Statement of Service**

*11/05/2015*

To Whom It May Concern

This is to confirm that *(name of employee)* was employed by *(name of Company)* from

*(commencement date)* until *(date of termination)*.

During *(name of employee)* employment, he/she was working as a *(classification)*. The types of duties undertaken during the period of employment included (*list example of duties)*.

Should you require any additional information, you may contact *(Company representative)* on (*telephone number)*.

Yours faithfully

*(Insert name)*

*(Insert position)*