

[print on letter head paper]

To whom it may concern

This is to certify that [employee name] was employed [insert organisation name] from [date of commencement] to [date of cessation] on a [full-time / part-time] contract of [no.] hours per week.

At the time of leaving the organisation, he/she was employed in the position of [position title].

Regards

[signature]

[insert name]

[insert position]

[date]

Reference

This procedure is taken from the NADA Certificate of Service Template.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44