**[THIS LETTER SHOULD BE PRINTED ON COMPANY LETTER HEAD PAPER]**

Employment Confirmation Template

Sample

|  |
| --- |
| Sample Letter  This template letter is ready to be tailored to your company’s needs and should be considered a starting point.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document. |

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [First Name],

RE: [Employee First Name & Surname]

This is to certify that **[InsertName]**is/was employed at **[Insert Company Name]** as **[Insert Position Title]** on a **Casual /Part Time / Full Time** basis.

Employment Start Date: **[Insert Date]**

Employment End Date: **[Insert Date]**

Base Annual Salary: **[Insert Base Salary]**(Optional – Delete if not needed)

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

With kind regards,

[Manager Name]

[Manager Title]

# Human Resources

Ph – [Insert Here]

E-mail – [Insert Here]