# Statement of Service

The following letter template should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

**Note:** This template serves as a general letter outlining an employee’s service with an organisation. This letter can be issued upon termination of employment.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME],

RE: [INSERT EX-EMPLOYEES NAME]’S SERVICE WITH [INSERT COMPANY NAME]

[INSERT EX-EMPLOYEES NAME] commenced at [INSERT COMPANY NAME] as a full time employee on [INSERT DATE] and was engaged in the position of [POSITION TITLE] until he/she resigned his/her employment on [INSERT DATE].

[INSERT EX-EMPLOYEES NAME] duties included:

* [INSERT DUTIES]

[INSERT EX-EMPLOYEES NAME] worked approximately [INSERT X NUMBER OF HOURS] a week as a full time employee.

Please do not hesitate to contact me on [INSERT PHONE NUMBER] should you wish to verify this statement of service.

Yours sincerely

[MANAGERS NAME]

[MANAGERS TITLE]