

STATEMENT OF SERVICE LETTER

To Whom It May Concern:

This is to certify that the undersigned has served as an employee of the company in the capacity and during the period stated below. This Statement of Service is issued upon the request of the employee for whatever legal purpose it may serve.

Employee Details:

Full Name: _____

Address: _____

Position/Title: _____

Department: _____

Employment Type (e.g., Full-Time, Part-Time, Casual): _____

Period of Employment:

Commencement Date: _____

Termination Date (if applicable): _____

Employment Details:

During the aforementioned period, the employee performed duties and responsibilities commensurate with their position. The service was continuous and satisfactory to the company, subject to the terms and conditions of employment as required by Australian law, including but not limited to the Fair Work Act 2009 and relevant awards or agreements.

Reason for Termination (if applicable):

Additional Remarks:

This Statement of Service is issued without prejudice and does not constitute a contract of employment or guarantee of continued employment. It is provided solely for the purposes as requested by the employee.

Authorized Officer's Signature

Employee's Acknowledgment

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Date: _____

Date: _____

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