A STATEMENT OF SERVICE WITH THE BELOW INFORMATION MUST BE SUBMITTED OTHERWISE PREVIOUS EXPERIENCE WILL NOT BE CONSIDERED

MUST BE PRINTED ON COMPANY LETTERHEAD

Mr John Smith 1 Street Avenue Sydney NSW 2000

STATEMENT OF SERVICE

Dear John

This letter provides details of your period of service with **COMPANY** as shown in our records.

Name: JOHN SMITH

Commencement Date: DAY MONTH YEAR

Termination Date: DAY MONTH YEAR

Position: NAME OF POSITION HELD

Classification/Grade: CLASSIFICATION

Work Pattern: Full-time 38 hrs per week OR Part-Time __hrs

(If different patterns during employment)

Work Pattern: Part-time & Full-time

Hours Worked:

Yours sincerely

7/11/85 to 31/1/86: 25 hours per week 1/2/86 to 10/07/87 38 hours per week

This statement is designed to certify employment periods only. The information above is reflective of the status of employment at the time of issue or separation; further information regarding the above mentioned employee's leave entitlements or employment records may be obtained from COMPANY Human Resources or Payroll office with the consent of the employee.

This certificate is issued without alteration or erasure on TODAY'S DATE.

Ms Jane Pay
POSITION NAME