

EMPLOYER REFERENCE LETTER

Ref No.: _____ Date: _____

To Whom It May Concern,

This letter serves as a formal reference regarding the employment of the individual named below. The details provided herein are intended for verification purposes and reflect the employment status as provided by the employer.

Employee Details:

Full Name: _____

Position/Title: _____

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

Period of Employment: _____

Employer Details:

Company Name: _____

ABN (Australian Business Number): _____

Company Address: _____

Contact Phone/Email: _____

To the best of our knowledge, the above-named employee has fulfilled their duties satisfactorily and in accordance with the policies and expectations of our company. This letter is issued without any liability on the part of the employer or its representatives.

This reference is provided in accordance with applicable Australian laws and regulations, and is intended solely for the use of the recipient. No further information shall be disclosed without prior written consent from the employer.

Declaration:

I, the undersigned, hereby declare that the information contained in this letter is true and correct to the best of my knowledge and belief. I understand that this letter may be relied upon for official and legal purposes.

Authorised Signatory:

Name: _____

Position: _____

Signature: _____

Date: _____

EMPLOYER REPRESENTATIVE SIGNATURE

RECIPIENT SIGNATURE

Signature: _____

Signature: _____

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