### STATEMENT OF SERVICE TEMPLATE LETTER

Date

Name

Address

Address Vic Postcode

**TO WHOM IT MAY CONCERN**

[Name] was employed by [TAFE] from date to date as [job title] for our [dept] department.

Reporting to the [role], [name] role was described as:

[insert position purpose from the position description]

“The key responsibilities of her role covering areas such as:

* [Insert key responsibilities from the position description]

Should you require any further information, please contact XXXX on xxxx xxxx.

Yours sincerely

Manager

Name