EXAMPLE EMPLOYMENT REFERENCE LETTER

Date reference letter DD/MM/YYYY

To whom it may concern

This letter is to confirm that Mr John Citizen was employed with Company name from DD/MM/YYYY until DD/MM/YYYY or To date (Example A) in the position of Job Title. He was employed full time/part time (Hrs hrs/week) (Example C) in the following locations.

Programmer DD/MM/YYYY until DD/MM/YYYY
Programmer DD/MM/YYYY until DD/MM/YYYY
Senior Programmer DD/MM/YYYY until DD/MM/YYYY

Australia (Example D)
England (Example D)

Mr Citizen had the following duties: (Example B)

- List of detailed duties you performed in your role
- Provide as much detail as possible and if any technology was used please also describe how it was used in your role

Yours sincerely.

<Signed>
<Authorised persons name>
<Position in company>

Authorised witness to sign

Please note: This is an EXAMPLE ONLY.
References provided do not need to copy this format as long as the required information is provided.

- Start and Finish Dates of Employment – these should be specific dates in a DD/MM/YY format If your employment is “Current”, the employer reference should state the term “To Date” and MUST include the date the reference was written. (Example A)
- Description of Duties Performed (Example B)
- Hours worked – Full time or Part-time including hours/week (Example C)
- Country where Employment was undertaken (Example D)
- Company Letterhead and signed by the author
- Certification as a valid copy