Date:

Anzac Road Before & After School Care

1D Anzac Rd,

Bangor NSW 2234

**RE: CONFIRMATION OF EMPLOYMENT**

Attention: Anzac Road Before and After School Care

This letter certifies that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FULL NAME) is currently

employed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (COMPANY NAME) on a :

full time basis or works part-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hours on the following

days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (DELETE WHICHEVER DOESN’T APPLY)

Example for Part-time: Monday, Tuesday, and Wednesday from 8.30am -3.30pm

We understand that you may contact us to verify this information.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (SIGNATURE) an original signature (handwritten) or digital signature will be accepted. Please do not copy and paste a signature.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FULL NAME)

Please ensure your letter is provided in an uneditable format i.e. PDF

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (POISTION)