[To be placed on employer letterhead]

[Insert last date of employment]

To whom it may concern

**STATEMENT OF SERVICE FOR [INSERT EMPLOYEE NAME]**

I am pleased to confirm that [insert Employee name] was employed as a [full time/part time] [insert position] at my practice from [insert date] until [insert date]. During that time, [insert Employee name]’s main duties involved:

* [detail]
* [detail]
* [etc].

I wish [insert Employee name] well in [his/her] future endeavours. Should you require further information in relation to these matters, please do not hesitate to contact me directly.

Yours sincerely

**Dr [insert name]**

**For and on behalf of [insert Employer name]**