|  |  |
| --- | --- |
|  | [[EntityName]] |

[[CurrentDate]]

[[ContactFirstName]] [[ContactLastName]]  
[[ContactPostalAddress]]

PRIVATE + CONFIDENTIAL

Dear [[ContactFirstName]]

# Statement of service

[[ContactFirstName]] [[ContactLastName]] has been employed by [[EntityName]] since [[CommencementDate]] in the role of [[PositionTitle]].

Yours faithfully

John Citizen

Chief Executive Officer