

Company Logo

**Statement of Service issued by the employer
to be provided on official letterhead**

(organisation's full address, details, telephone, email, and website addresses)

DD/MM/YY *(date written)*

To whom this may concern,

This is to confirm that *(Applicant's name)* is employed by *(Company name)* as a *(Official position title)* from DD/MM/YY to DD/MM/YY.

(Applicant's name) has demonstrated leadership within the field of customer service in the following five ways:

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

Please do not hesitate to contact me if you need further information or clarification.

Name, designation, and signature of the referee

Official contact details of referee

(work phone number, email)
