(Logo/Company letterhead here)

(Date)

To Whom It May Concern,

Please accept this letter as confirmation that (Applicant’s full name as per Credential) is an employee at (Business/Organisation name) in the position of (Job title).

(Applicant’s Name) is an employee of our (Department Name) team and is qualified as a (Dietitian/Mental Health Professional/GP). (Please additionally describe their role in no more than 2 lines).

(Applicant’s Name) started working with us on (Start Date) and is currently employed on a (Full-Time/Part-Time/Casual) basis.

Should you require any further information or verification of employment, please do not hesitate to contact me on (Manager’s contact number/email).

Sincerely,

(Manager's Signature)

(Manager’s Name)
(Manager’s Position)

(Business/Organisation name and contact details)