

**LETTER TO PREVIOUS EMPLOYER REQUESTING  
CERTIFICATE OF SERVICE**

Example Name  
Example Street  
Example Suburb Example State

Human Resources Branch  
Example Agency  
Example Street Example Building  
Example Suburb Example State

2 Feb 2004

Dear Sir/Madam

**SUBJECT: CERTIFICATE OF SERVICE – Example Name**

I am writing to request a certificate outlining my service with the Example Agency (Cwlth). I was employed within the Example Agency (Cwlth) from 19 Mar 1980 to 18 Mar 1990.

I would appreciate it if a certificate outlining my service, including the following information, could be forwarded to me at the address above at your earliest convenience:

- date of appointment
- details of service including periods of part time service (both unpaid part time leave and part time work)
- date of termination
- reason for termination
- length of service
- details of any unpaid full time leave
- details of any Extended Leave taken or payments made in lieu
- details of any previous service recognised by Example Agency (Cwlth)

If you require any further information, please don't hesitate to contact me.

Yours sincerely

Example Name

Telephone:

Fax:

Email: