

**LETTER TO CURRENT EMPLOYER REQUESTING
RECOGNITION OF PREVIOUS 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: RECOGNITION OF PREVIOUS SERVICE – Example Name

I would like to make an application to have my previous service recognised for Extended Leave purposes.

Details of my service history are as follows:

Employer	Start date	End date	Length of service that may be recognised under		Certificate of service attached?
			PSEMA	TOELA	
Example Agency	19 Mar 1990	2 Feb 2004	13.888 years		
Example Agency	19 Mar 1980	18 Mar 1990		10.005 years	

I have attached certificates of service as indicated in the last column of the table above. If you require any further information, please contact me on the number below.

Yours sincerely

Example Name

Telephone:

Fax:

Email: