

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

We are pleased to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date]. [He/She/They] holds the position of [Job Title] and is currently working on a [Full-time/Part-time] basis. During [his/her/their] time with us, [Employee's Name] has demonstrated [mention skills, qualities, and contributions]. [He/She/They] is responsible for [briefly describe job responsibilities].

[Optional: Additional information about the company, job role, or employee's qualifications can be included here.]

This letter is issued upon [Employee's Name]'s request for the purpose of supporting their immigration application to Queensland, Australia.

Please feel free to contact us at [Company Phone Number] or [Company Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]