[Date]

[Workplace name]

[Workplace address]

[Workplace contact telephone]

[Workplace website, if available]

**RE: Workplace employment evidence**

[Applicant name] is employed at [Workplace name] for an average of [hours worked] per week.

[Applicant name] regularly performs the following duties in the course of work:

* [list of major duties performed e.g., animal care and hygiene, reception, banking, etc.].

[Employer signature]

[Employer (or contact person) name]