RE: Employment Letter for CSQ Funded course application with Master Builders Queensland

(**INSERT DATE)**

This letter is to confirm that **(INSERT EMPLOYEE NAME)** is employed with **(INSERT COMPANY NAME).** This employee is substantially engaged as a **(INSERT JOB TITLE E.G. CARPENTER).** This employee permanently works within Queensland and their main workplace base is at **(INSERT WORK ADDRESS).** This employee has been working in Queensland within the building and construction industry in this capacity with our business for **(INSERT MONTHS/YEARS)**.

Duties performed in the building and construction industry:

* eg. bathroom renovations
* eg. kitchen renovations
* eg. hanging doors
* eg. fit-out and fix-out
* eg. tiling bathrooms
* eg. building set outs

Should you require further information or queries concerning this team members’ employment, please do not hesitate to contact me on **(INSERT CONTACT NUMBER)**.

Kind regards,

**(Employer name and signature)**

**DOCUMENT MUST INCLUDE SIGNATURE**

**(INCLUDE JOB TITLE)**

**(INCLUDE CONTACT DETAILS)**