RE: Employment Letter for CSQ Funded Small Business application with Master Builders QLD

(**INSERT DATE)**

This letter is to confirm that **(INSERT EMPLOYEE’S FULL NAME)** is employed with **(INSERT COMPANY NAME)** that has 20 or less employees**.** This employee is substantially engaged as a **(INSERT JOB TITLE E.G. OFFICE MANAGER).** This employee permanently resides within Queensland and their main workplace base is at **(INSERT WORK ADDRESS).** This employee has been working in this capacity with our Queensland based construction small business for **(INSERT MONTHS/YEARS)**.

**(INSERT EMPLOYEE’S FIRST NAME)** direct involvement in the administrative day to day running of the business includes:

* **List their administrative duties**

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 and signature)**

**DOCUMENT MUST INCLUDE SIGNATURE**

**(INCLUDE JOB TITLE)**

**(INCLUDE CONTACT DETAILS)**