**Certificate of service template.**

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any employment questions.]

**A certificate of service is a written statement provided by an employer upon termination of an employee’s employment. It contains information such as the employee’s period of employment with the employer and the nature of the work performed.**

An employer is not legally under an obligation to provide a departing employee with a character reference (verbal or written) unless they have agreed to do so in the employment agreement. However, it is advisable to provide some basic information if requested to enable an employee to get another job.

A basic template is provided on the following page…

*Please note that the following letter template requires you to complete details that pertain to your particular situation. In particular some of the text is in [brackets like this]; you will need to complete these fields.*

[insert Date]

[insert Address]

[insert Address2]

[insert Address3]

[insert Address4]

To Whom It May Concern

**Certificate of service for [insert employee’s name]**

This letter confirms that [insert employee’s name] was an employee of [insert business name] in the role of [insert name job position].

The main duties and responsibilities for this role were:

* [list in brief key responsibilities associated with the employee’s role in the business].

The salary/wage for this role was [insert salary or hourly wage rate].

[Insert employee name] commenced employment on [insert date] and the employment terminated on [insert date].

Yours sincerely

[insert name]

[insert position held at the Company]