

# Certificate of Service

**Employee:** Insert Employee Name Here  
Insert Address Here

**Company Position:** Insert Job Title Here (e.g.) Financial Controller

**Duration of Employment:** Insert Start Date Here to Insert Finish Date Here

**Rate of Pay** \$Insert Rate of Pay Here per hour / annum

**Benefits package:** Four weeks annual leave

**Key Job Function:** **Change job description details but as an example:**

All key job functions and tasks associated with those of a Receptionist and Insurance Administrator on a day-to-day basis in order to meet our company objectives with respect to delivery, cost, quality and safety:

- Reception
- Personal assistance support
- Client liaison
- Xero data entry

**Employer Signature:**

**Signed By:** Insert Employer Name Here

**Position Held:** Insert Employer Title Here

**Date:** Insert Signing Date Here