***Date***

HiReach Training

18 Goodman Place

Murarrie QLD 4172

RE: CSQ Funding 2022 - 2024

To Whom It May Concern,

This letter is to confirm the following have been employed by ***[INSERT COMPANY NAME]*** in the role and from the start date as stated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Start Date** | **Role in Company** |
|  |  | / / |  |

The scope of work is Choose an item. and they are involved in Choose an item..

I can confirm that the majority of their normal hours are involved in work in Choose an item..

*Their duties include but are not limited to:*

* ***[INSERT EMPLOYEE DUTIES]***
* ***[INSERT EMPLOYEE DUTIES]***
* ***[INSERT EMPLOYEE DUTIES]***

I can confirm that they have the right to work in the Queensland building and construction industry.

[***INSERT / DELETE AS APPLICABLE***] They are a Visa holder with relevant permission to work, with Visa # \_\_\_\_\_\_\_\_.

I understand that the CSQ subsidy is only available once HiReach Training has received all documentation evidence, and has been verified. If you require any further information, please contact me.

***Name***

***Role In Company  
Phone Number***

***[INCLUDE SIGNATURE HERE]***