**[INCLUDE COMPANY LETTER HEAD HERE]**

**[Date]**

HiReach Training

18 Goodman Place

Murarrie QLD 4172

RE: CSQ Funding 2025 - 2026

To whom it may concern,

This letter is to confirm the following have been employed by:

* **[INSERT COMPANY NAME]**
* **[ABN/ACN NUMBER]**

In the role as stated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Length of employment** | **Role in Company** |
|  |  |  |  |

They are working on:

* **Choose an item.**
* **at [NAME OF DEVELOPMENT]**
* **in [LOCATION]**

I can confirm that the majority of their normal hours are involved in work in

* **Choose an item.**

Their tasks which demonstrate their primary and substantial direct contribution to building or civil construction activities in Queensland include:

* **[INSERT SPECIFIC EMPLOYEE TASKS]**
* **[INSERT SPECIFIC EMPLOYEE TASKS]**
* **[INSERT SPECIFIC EMPLOYEE TASKS]**

I can confirm their daily duties do not primarily focus on maintenance activity, manufacturing or fabrication, transport and logistics.

**[INSERT / DELETE AS APPLICABLE]** They are a Visa holder with the right to work and study in Australia, with Visa # \_\_\_\_\_\_\_\_ and they have been working in the Queensland Building and Construction Industry for 6 months or more.

I understand that the CSQ subsidy is only available once HiReach Training has received all documentation evidence, and the application has been verified. I also understand that if this person has previously completed the course unit, or are not eligible for CSQ funding for any reason, an invoice will be raised for the full course fee.

If you require any further information, please contact me.

**[INCLUDE SIGNATURE HERE]**

**[Name]**

**[Role in company]  
[Phone number]**

**[Email address]**