***[PRINT ON YOUR OWN LETTERHEAD – delete before printing]***

***[DATE]***

To whom it may concern,

***PERSON NAME*** has been employed at ***COMPANY NAME*** as an ***active*** *apprentice or trainee/****completed*** *apprentice or trainee in the first year out* ***[DELETE AS APPLICABLE]*** as per the [CSQ approved listing](https://www.hireachtraining.com.au/recognised-apprenticeships), registered in Queensland. This letter is provided to prove apprenticeship/traineeship details to claim the CSQ subsidy for training.

Details of this Apprentice/Trainee include

* Apprentice Name: ***[INSERT DETAILS]***
* Apprentice Registration Number: ***[INSERT DETAILS]***
* Apprenticeship Commencement / Completion Date: ***[INSERT DETAILS]***
* Qualification: ***[INSERT DETAILS eg Certificate III in Electrotechnology Engineering]***

If you have any questions, please contact me on the details below.

***[SIGNATURE]***

***[COMPANY NAME]***

***[EMPLOYER CONTACT DETAILS]***