

# Statement of Service

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DATE:

This certificate, without alteration or erasure is granted to:

Employee:		Date of Commencement:	
Position Held:		Date of Termination:	
Reason for Leaving:			

We do not issue personal references. Any information regarding the above may be obtained from the undersigned by telephoning

A certificate of this nature is not issued to any employee who has:

- Been guilty of misconduct or has been dismissed for any offence
- Left the Company's service without having given notice of intention to do so.

Yours sincerely,