<<Insert Company Name here>>

<<Insert date here>>

<<Insert employee’s name and address details here>>

To whom it may concern,

This letter is to confirm that <<insert name/s>> has been employed as a <<insert role description, eg packshed hand, field picker>> with us at <<Insert Company Name and address here>>.

### Commencement Date

Their employment will commence on <<Insert starting date>> here. Their employment will continue for a period of <<<insert timeframe, eg 3 months>>>.

### Location

They will based at <<insert farm/orchard/town name here>>.

### Accommodation

Their residential address at the commencement of their work will be <<insert address here>>.

As per our farm health management plan (which is available on request or has already been lodged with the relevant State Government), <<insert name/s>> all practicable steps to maintain the health of our employees and residents of our district will be taken.

Yours sincerely,

(Insert Manager’s name & Position Title here)