[Print on pharmacy letter head]

**(date)**

To Whom It May Concern

**Statement of Service**

[employee name] was employed by [employer name] (trading as [pharmacy name]) on a [part time (XX hours per week) / full time] from [commencement date] until [termination date].

During this period of employment [employee first name] worked as a Pharmacist on a full-time basis. Duties included:

* *Business management*, including maintenance of ethical standards and electronic records.
* *Pharmacy services*, including dispensing prescriptions in accordance with regulations, counseling patients on the use of prescriptions, preparing NHS returns, maintenance of stock control.
* *Staffing* including ensuring professional knowledge is up-to-date, oversee the duties of the dispensary technician, maintain and comply with Pharmacy policies and procedures.
* *Sales and service*, including processing cash, cheque and credit card transactions, dealing with complaints, provision of excellent customer service, awareness of product lines and promotions.

Yours faithfully

**[name]**

**Proprietor – [Pharmacy name]**