**[PRINT ON PHARMACY LETTER HEAD]**

**[Insert date]**

To Whom It May Concern

**Statement of Service**

**[Employee full name]** was employed by **[Legal employer name]** (trading as **[Trading name]**) between **[Commencement Date]** and **[Termination Date]**.

During this period of employment **[Employee first name]** worked as a Pharmacy Assistant on a **[full-time or part-time or casual]** basis. Duties included:

* sales and customer service;
* processing cash, cheque or credit card transactions;
* maintaining up-to-date product knowledge;
* receiving and storing stock; and
* maintaining store presentation including cleaning.

Yours faithfully

**[Author name]**

Proprietor