***Date***

HiReach Training

18 Goodman Place

Murarrie QLD 4172

RE: CSQ Funding 2021 -2022

To Whom It May Concern,

This letter is to confirm the following have been employed by ***[INSERT COMPANY NAME]*** in the role and from the start date as stated below:

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Last Name** | **Start Date** | **Role in Company** |
|  |  | / / |  |

The employee/s work within Queensland in the Building and Construction Industry performing the majority of their tasks ticked in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The building and construction industry is defined in the following types of work:**  **(Please click** [**here**](https://www.csq.org.au/building-and-construction-industry-definitions-glossary/) **to see the complete industry definitions)** | | | | |
| Constructing | Deconstructing | Reconstructing | Renovating | Altering |
| Demolishing | Relocating | Maintaining | Repairing |  |

I can confirm that the majority of their normal hours are involved in: ***[INSERT COMPANY BASIC DUTIES]***

*Their duties include but are not limited to:*

* ***[INSERT EMPLOYEE DUTIES]***
* ***[INSERT EMPLOYEE DUTIES]***
* ***[INSERT EMPLOYEE DUTIES]***

I understand that the CSQ subsidy is only available once HiReach Training has received all documentation evidence, and has been verified. If you require any further information, please contact me.

***Name***

***Role In Company  
Phone Number***

***[INCLUDE SIGNATURE HERE]***