10 May 2019

To Whom it May Concern,

This letter serves to confirm that Jennifer Example was employed as a life guard at Adventure Park, Geelong, Victoria from 20 October 2018 through 4 May 2019.

During this period, Jennifer worked anywhere from 8 hours per week, up to 25 hours as required.

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Front of House Duty Manager,
Adventure Park Geelong
(03) 5882 XXXX

Note: Payslips are also acceptable supporting documentation for paid employment.