LETTER TO BE ON PLACE OF EMPLOYMENT LETTERHEAD

date:

To whom it may concern

 Re: name

Letter from place of employment

*See the following example and replace the red context:*

This letter is to certify employment of insert name at insert University. Insert name is a insert position employed with insert institution. During his/her on-the-job training (OJT) at the University of New England in Australia from insert dates, he/she will maintain his/her position with insert institution and continue to receive his/her regular salary which is approximately insert amount (AUD). Airfare for insert name including return trip will be covered by insert fund.

It is expected that an additional living allowance of insert amount per month will be provided by insert fund as per collaborative research project between insert institution and University of New England during his/her OJT period (from insert dates).

I trust that this information is sufficient to grant her/his Temporary Activity Visa (subclass 408) in the Research stream.

Yours sincerely