

Employment letter of support

20 October 2023
Ted Baker
16 Rain St, Maine Qld 4444
0123 456 789

To whom it may concern

I have offered Shane Plain a full-time position as a motor mechanic if he is granted bail. I understand Shane Plain is charged with:

- 1 x assault occasioning bodily harm
- 1 x stealing
- 1 x possession of a dangerous drug

His duties will include servicing engines.

Shane Plain was previously employed by me from September 2019 to February 2023.

Yours sincerely

T. Baker
Ted Baker

SAMPLE