

Letter from the employer

Purpose of this letter

The purpose of this letter is to confirm that the applicant is:

- currently working in any setting (e.g. building, warehousing or transport industries); and
- have operated **forklift trucks** under supervision for **at least 40 hours** in the **last 6 months**.

This is a selection criterion for the unit as decided by CTG and it contributes to decisions on course duration.

Date:
Name of individual completing this form:
Job Role:
Company Name:
Contact Number:

Instructions to the employer: In completing this letter, you are asked to provide verification as accurately as possible for criteria specified below.

The plant operated by the candidate at the workplace (tick as appropriate):

- ☐ Forklift truck
- ☐ Order picking forklift truck
- ☐ Boom-type elevating work platform (boom length 11 metres or more)

This letter confirms that (insert the candidate's name) has (specify the candidate's work experience in months or years, e.g. 6 months, 2 years and 2 months, 11 months etcetera) of work experience in operating the plant under supervision in the industry (specify the industry, e.g. transport and logistic industry) in the last 6 months.

Please feel free to contact me if you require any further information.

Thank you.

Signature