Employment reference for self-employment
issued by applicant's accountant or lawyer
to be provided on official letterhead
(name, full address, telephone, email and website of the organisation/practitioner)

DD/MM/YY (date written)

Address to VETASSESS / To whom this may concern

This is to confirm that I, (Account or Lawyer name) act as the accountant or lawyer for
(applicant's full name) who is self-employed within (state entity name such as sole trader,
registered company name, partnership).

This is to certify that (applicant's name) is/was self-employed and worked as a (applicant's
official position title and/or professional occupation, business name) from DD/MM/YY to
DD/MM/YY. (Applicant's name) income from this business/professional activity for the
year YYYY is/was (amount earned).

In support thereof, we have attached:

(list and attach supporting evidence)

For example

- Taxation records to support business activity
- Business registration details
- Legal advice sought for contract agreement

Name, designation and signature of accountant or lawyer

Official contact details of referee
(work telephone number, email, professional memberships and qualifications)

Please note: The template is a guide only. Employment reference letters issued by the
accounting or legal firm may vary from the prescribed format but they must contain the
required information.