
Sample 6 - Letter from your employer

Brisbane Magistrates Court

Your Honour

Lionel Bedford has been employed at Sam's Sporting Goods at Toowong since 10 August 2009 as a senior sales assistant. His responsibilities have included customer service, cash handling, staff training and supervising other members of our sales team.

Lionel has established an outstanding rapport with store managers and provides excellent customer service. He interacts well and is highly respected by his co-employees. He is organised, reliable and shows good judgment.

Lionel has told me he has been charged with wilful damage. He said this was because he threw his wallet, which hit some glasses and smashed them. He said this only happened because he was under the influence of alcohol and became agitated.

Lionel has told me he is embarrassed about the incident and does not normally behave in that manner. He also said he was willing to pay for the broken glasses to be replaced.

Please let me know if I can provide any more information.

Sincerely

S Middleton

Samuel Middleton
Owner
Sam's Sporting Goods