

Employment Reference Letter Guide

A guide to the content of detailed migration employment references.

Employment evidence | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Employer letterhead and contact details	Status / notes
☐	2. Employee full name	Status / notes
☐	3. Exact dates of employment	Status / notes
☐	4. Job title and employment type	Status / notes
☐	5. Hours worked each week	Status / notes
☐	6. Salary and benefits	Status / notes
☐	7. Detailed duties actually performed	Status / notes
☐	8. Name and position of signatory	Status / notes
☐	9. Contact details for verification	Status / notes
☐	10. Supporting payslips, tax or bank evidence	Status / notes

Questions and issues to discuss

1.	
2.	
3.	

4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.