

Happy Days State High School  
19 Main Road  
Downtown  
QLD 4009

February 20, 2021

To Whom it May Concern

This letter is to confirm that Chris Brown has worked at Happy Days SHS for approximately 6 months, during which time she has completed routine administrative tasks on a daily basis in our school administration department.

Chris always confirms her to do list with me and updates her tasks on her calendar and task manager using Outlook.

We meet weekly to debrief and look at what worked and what needs to be improved. Whenever she has difficulty with a task, Chris either comes to me, or consults other more senior staff members, and takes onboard feedback and instructions.

Chris has now had one performance review over the last 6 months, and has taken on board the feedback discussed. As a result, I have noticed ongoing improvement in her standard of work and ability to complete tasks on time and work well within the team.

Chris understands her role, key performance indicators, and job description, and understands how her role relates to the overall company goals, mission, and vision. Chris has become a valued member of our team and works well under my supervision.

I am confident that Chris will continue to develop her skills and will be working unsupervised in the future.

Please call me if you would like to discuss this further.

Regards

*Mary Jones*

Mary Jones  
School Administration Manager  
**Happy Days State High School**

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