**[INSERT COMPANY’S NAME PTY LTD]**

ABN: XXXXXXXXX

ACN: XXXXXXXXX

Email: XXXXXXXXX

Ph: XXXXXXXX

**[DATE]**

To the Department of Home Affairs,

**Re: Nominator: XXXXXXXX**

 **Name of Nominee: XXXXXXXXXX**

**Background of the Company**

[to insert details of company, i.e. date of incorporation, nature of business, client base]

Our business, like other companies in the same industry, is mainly reliant on advertising through word of mouth. Therefore, the quality of our services must be kept at a high standard in order to ensure customer satisfaction, customer referrals and returning clients. Our business continues to grow with more referrals from individual clients and also more projects being given to our company after a proven high satisfaction with our quality of work.

**Detailed position description**

The tasks and duties to be carried out by the Nominee in the Nominated Position of [insert position] within [company’s name] Pty Ltd are both consistent with the tasks listed for this occupation in the ANZSCO and the nature of our business. The roles and duties for the position of [insert position] within our business are as follows:

1. [insert roles and duties]

As our company specialises in providing [insert service type] services, this position has always existed within our business. The tasks performed within the Nominated Position of [insert position] are of the utmost importance to the successful operation of our business.

**A Need for the Position**

[explanation on the need for the position]

As explained above, the position of [insert position] has always existed in our company. Our customers know us as a [insert service type] service company. It would be extremely odd if we do not have a [insert position] in our business. This would be synonymous with a hairdressing salon requiring the fundamental occupation of hairdresser.

Without a [insert position] in our business, it would directly affect to the ability of our business to continue operating. Our company is a legitimate Australian company running a lawful business. It will be unthinkable if the Department of Home Affairs regards the position as not required in our business. But we were advised that the Department of Home Affairs has gotten quite creative in its refusal. Hence, we will further explain the “obvious” need in two folds:

1. Difficulty to recruit labour (local and foreign); and
2. Influx of work that requires a minimum of at least 60 hours per week.

**The Nominee**

[insert description of the Nominee, the skill sets of the nominee, the qualification of the nominee, why the nominee with play a significant role in the nominated occupation, the salary offered to the nominee]

XXXXXXXX has obtained a Certificate III in Wall and Ceiling Lining (CPC31211) in September 2011. XXXXXX is an extremely valuable employee of the company as he has valuable experience and knowledge in plastering services. As such, we continue to require his services in the running of our business as he will be responsible for completing jobs and training our newer employees.

As shown in reports, there is a great shortage in plasterers in the labour market let alone experienced ones. We have been facing difficulties in recruiting someone with the required skills, language skills, attitude and experience. Thus, XXXXXXXX has always been the main person. He is also able to lead and train newer employees who will be hired in order to meet the increased jobs received.

We have nominated XXXXXXXXXX on a salary of $65,000 which commensurate with the market rate. According to various reports and market research, the salary can range from $55,000-$80,000 depending on the experience of a candidate. For the reasons above, and considering XXXXXXX experience with our company, skills and qualifications, we believe that he should be retained on this base salary. Furthermore, given our company’s failed attempts at recruitment, the retainment of XXXXXXX services is crucial to keep the business running and therefore this salary was offered to the nominee.

Furthermore, as explained above, our company is heavily reliant on customer referrals which means that XXXXX’s client relations built over the years is also extremely valuable to our company. We understand that such clients may not retain our services should XXXXX no longer be able to perform the work as they simply do not trust the work of other plasterers. This is also the sole reason they would consistently return to us for more services or refer other clients to us. Thus, XXXXX’s services is highly valuable to our company.

Should you have any queries, please do not hesitate to contact me via email: [insert contact person’s email].

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert name of Director]

Director