



Form - Compliance Letter

Date

Name

Address

Dear

As a condition of your employment and per our NDIS registration requirements, you are required to maintain a current and up to date driver's licence, CPR certificate, first aid certificate, NDIS Worker Screening Check, Working with Children Check and Comprehensive Car Insurance.

Our records show that the following documents expire on the following dates

If you have already updated the above, or have proof of booking/application please forward a copy to Human Resources hr@headwaygippsland.org.au as soon as possible

It is your responsibility to ensure that up to date copies are provided to management prior to their expiration date. Please update any documents identified in this letter as soon as possible. In future, failure to provide management with up-to-date copies may result in performance meeting with management, or suspension of rostering until the copies are received.

If you have any questions regarding this matter, please don't hesitate to call

Sincerely