

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

RE: Employment Verification for [Employee's Name]

We are writing to confirm the employment of [Employee's Name], who has been employed with us at [Company Name] since [Start Date]. [Employee's Name] holds the position of [Job Title] and is currently earning a salary of [Annual Salary].

[Employee's Name] is a valued member of our team and is involved in [brief description of job responsibilities].

This letter is intended to support [Employee's Name]'s application for UK immigration purposes. If you require any further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, Postcode]

[Contact Information]