*<< Print onto employer’s letterheaded paper >>*

FOR THE ATTENTION OF THE HOME OFFICE

Dear Sir/Madam

Our records confirm that the individual detailed below has been employed by us in the UK.

**Full Name :**

**Date of Birth :**

 **National Insurance Number :**

**Date employment commenced :**

 **Date employment ended :**

 ***[OR IF THE EMPLOYMENT IS ONGOING]***

**The employment is ongoing.**

Our company registration number is:

***[OR IF THE EMPLOYER IS NOT A LIMITED COMPANY]***

We enclose evidence that we are registered as a company with HMRC.

Should you wish to confirm that this letter is genuine, please contact the below named by email at ***[insert email address]***or by phone on ***[insert telephone number]***.

Yours sincerely,

*<< Signature and name >>*

*<< Position >>*

*<< Today’s date >>*