

# COMPANY LETTERHEAD

Current date

## TO WHOM IT MAY CONCERN

This is with regards to Mr/Miss/Mrs./Ms. \_\_\_\_\_ who is currently employed by our organisation in the position of (Your position in the company) and he / she has been employed since (exact date when you started your work in UK).

(Please add the following if you have joined recently or do not have your last 3 months payslips / allowance slips)

Mr./Miss/Mrs./Ms. \_\_\_\_\_ 's **annual salary is £XX,XXX**)

Please feel free to contact me should you require any further information or clarification regarding any of the above.

Kind regards

(Name of HR person or senior authority)  
Telephone number

Company registration address