**UK FAMILY VISA – SPONSOR EMPLOYER LETTER - TEMPLATE**

To: UKVI caseworker

Date: {XXX}

Dear Sirs,

*If sponsor is in* ***salaried*** *employment (i.e. Same amount each month):*

We write to confirm that {EMPLOYEE NAME} has been employed by us since {DD/MM/YY}, on a {PERMANENT/FIXED-TERM/AGENCY} basis. {HE/SHE} is employed as a {EMPLOYEE JOB-TITLE}, and {HIS/HER} gross salary is {£££} per annum.

{EMPLOYEE NAME} has been paid at this level of salary since {DD/MM/YY}. **OPTION**: If the salary has increased/decreased in the last 6-months, you should also include this additional paragraph: Prior to this date, {EMPLOYEE NAME} was paid {PREVIOUS RATE OF PAY} since {DD/MM/YY}.

***OR***

*If the sponsor is in* ***non-salaried*** *employment (i.e., pay varies each day/week/month depending on hours/shifts worked)*

We write to confirm that {EMPLOYEE NAME} has been employed by us since {DD/MM/YY}, on a {PERMANENT/FIXED-TERM/AGENCY} basis. {HE/SHE} is employed as a {EMPLOYEE JOB-TITLE}, and {HE/SHE}is paid at a gross rate of {XXX} per hour.

Yours sincerely

**{HR staff, or other qualified senior manager who can verify your employment}**

*INSTRUCTIONS*

1. *All text in GREEN highlight is guidance, and MUST be deleted from the final version you submit with your application;*
2. *All text in YELLOW highlight indicates a field that must be personalized, changed, or deleted, as per your personal circumstances.*
3. *This template is a guide to the minimum information that should be included. If there are other particular details of the employment which are pertinent to mention, i.e. contracted hours, then you should mention them.*