**On the Employer’s letterhead**

To

UK Visas and Immigration:

*[Date]*

*[Employer name]*

*[Employer address]*

RE: Verification of the particulars of the UK visit for *[employee name]*

Please accept this letter as confirmation that *[employee name]* has been employed with *[employer name]* since *[employee start date]* as a *[Employee’s Designation]*:

Below is itinerary for the *[employee name]*’s UK visit:

Date of Entry in the UK: *[Entry Date]*

Date of Exit from the UK: *[Exit Date]*

Property Address where *[employee name]* will stay during this period:

*[Address of the Property]*

During the visit, *[employee name]* will be doing the following activities:

*[List of activities that the Employee will be performing during his visit]*:

We confirm that at the end of his visit, he will return to *[Name of the Country]* and resume his position.

If you have any questions or require further information, please don't hesitate to contact me at *[employer’s phone number and email]*.

Sincerely yours,

/s/

*[Employer representative name]*

*[Employer title]*