

# WRITING EMPLOYMENT LETTER CHECKLIST

## ☐ USE OFFICIAL COMPANY LETTERHEAD

Start on the company's official letterhead. It must show the company name, address, phone number, and email. This helps confirm the letter's authenticity.

## ☐ ADDRESS THE LETTER CORRECTLY

Write the letter to the UK Embassy, British High Commission, or Visa Officer. This makes it clear that the letter is meant for visa purposes.

## ☐ BEGIN WITH AN EMPLOYMENT CONFIRMATION

Open with a short sentence confirming that the person is currently employed and stating their job title.

## ☐ STATE THE PURPOSE OF THE LETTER

Clearly mention that the letter is being issued to support a UK visa application.

## ☐ INCLUDE EMPLOYMENT DETAILS

List the employee's full name, job title, start date, type of employment (full-time, part-time, permanent, or temporary), and current salary.

## ☐ ADD TRAVEL INFORMATION

If the employee is travelling temporarily, mention the purpose of the visit and approved leave dates. Confirm that they will return to their job after the trip.

## ☐ ADD CONTACT DETAILS AND SIGNATURE

Include the name, job title, and contact details of the person issuing the letter. The letter should be signed by HR or an authorised manager.

## ☐ PROOFREAD FOR ACCURACY

Check all information for spelling, dates, and consistency with the visa application.