LETTER TO BE ON COMPANY HEADED PAPER WITH COMPANY NAME AND COMPANY ADDRESS, DATED AND SIGNED BY DIRECTOR

**DATE**

Dear Sir/Madam,

Please accept this letter as a confirmation that **Company Name** acts as the sponsoring employer for **Client Name** as **‘Scheme Name’**.

**Client Name** has been in employment by **Company Name** since **DATE**.

Should you have any queries in relation to this, please feel free to contact us.

Yours sincerely,

**Client Name** - Director