FAO Marsden Building Society

[INSERT COMPANY LETTERHEAD  
/LOGO]

6-20 Russell Street

Nelson

Lancashire

BB9 7NJ

[INSERT DATE]

Dear Sir/Madam

Re. [INSERT CUSTOMER NAME]

Regarding the above named individual, we confirm the following

**Employment Details**  
Start Date: [INSERT START DATE]   
Job Role: [INSERT JOB ROLE]Job Status: [INSERT JOB STATUS e.g. permanent]   
Annual Gross Salary: [INSERT SALARY]  
Bonus Allowances: [INSERT BONUS ALLOWANCE AMOUNT]  
Currency Paid in: [INSERT CURRENCY]

**Personal Details**

Passport Number:[INSERT PASSPORT NUMBER]  
Residential address & PO Box address if applicable:  
[INSERT ADDRESS LINE 1]  
[INSERT ADDRESS LINE 2]   
[INSERT ADDRESS LINE 3]

Yours Sincerely

HR Department

[INSERT COMPANY NAME]

**Please note:**   
Original signed employer’s reference is needed  
Reference must be on company letterhead

Once complete, please send alongside your application to your case manager.