**Monday,** 10th August 20XX  
Embassy of the United Kingdom,  
Address of the embassy  
Respected consular general,

**Sub: Employment letter to whom it may concern**

I am writing this letter to confirm that Mr. ABC has been working as general manager of ABC Company for 10 years. Mr. ABC is paid an annual salary of $[amount] per year for working in the post of general manager. We assure you that this income is enough for him to finance his stay in the United Kingdom. In addition, the company has also approved the amount of $[amount] which will be paid to him to buy his return air ticket.

We request you to please grant him the visa for whatever purpose he has shown in the application. We look forward to Mr. ABC coming back and resuming his work with us as a general manager.

In case you want to ask anything about this matter, feel free to contact us at [X].

Regards,

Name of the employer  
Designation in the company,  
Company’s name  
Signatures of the sender