

# COMPANY LETTERHEAD

To: Star Tours Ltd  
312 Harrow Road  
Wembley  
HA9 6LL

Current date

## TO WHOM IT MAY CONCERN

*Dear Sir / Madam*

*This is with regards to Mr Rohit Katechia who is currently employed by our organisation in the position of (Your position in the company) and he has been employed since (date when you started your work).*

*(Please add the following if you do not have your last 3 months payslips: **Mr Katechia's annual salary is £XXXXXX**)*

*Please feel free to contact me should you require any further information or clarification regarding any of the above.*

*Kind regards*

*(Name of HR person or senior authority)  
Telephone number*

Company registration address