# Sponsor/employer letter (5 year Skilled Worker route)

**Instructions:**

* **Departments should complete this letter with the required information. No other text within the letter must be altered or removed.**
* **The letter must be:**
  + **signed, dated and issued on University headed paper; and**
  + **accompanied by a list of absences for the applicant** (see overleaf).
* Salary requirements – see the table on [our webpage](https://www.hr.admin.cam.ac.uk/hr-services/visas-immigration/working-uk/indefinite-leave-remainsettlement/ilr-5-year-skilled-worker) to ensure that the individual is being paid the minimum required salary to qualify for ILR.
* For further guidance on using this letter, please contact the [HR Compliance Team](mailto:ComplianceTeam@admin.cam.ac.uk).
* A sponsor/employer letter is not required for the 10 year long residence route.

**To whom it may concern**

Date

Dear Sir/Madam

I am writing this letter in support of name’s application for indefinite leave to remain in the United Kingdom.

I confirm that the employee started working at the University of Cambridge (‘the University’) on date at Department and has been employed continuously since this time. SOC 2020 Code 4 digit ‘job type’ code from Certificate of Sponsorship was identified as the most applicable to name’s role. I confirm that the University is their current sponsor and they are required to work for the University for the foreseeable future.

Name’s salary is currently £xxxx; this is in line with the usual annual increments which are paid to all employees at this level. They are contracted for xx hours per week and I confirm that they are currently, and for the foreseeable future, paid at least the salary as required in paragraph SW 24.3 of Immigration Rules Appendix Skilled Worker.

I further confirm that name’s business- and non-business-related travel is set out in the attached schedule; this is in line with their annual leave and EITHER they have not taken any unpaid leave during their employment OR they have taken unpaid leave during their employment which has not exceeded the limits stated in the guidance for sponsors on workers and temporary workers. DELETE IF NOT APPLICABLE Where there have been absences in excess of 180 days during any given period, I confirm that these were for research and academic purposes, and therefore should be waived.

I trust that this letter is satisfactory for your purposes; however, should you have any queries in relation to the above, please do not hesitate to contact me.

Yours faithfully,

Signature

Name

Contact details

# Schedule

**Instructions:**

* **Departments should complete this schedule with the required information.**
* A list of absences is not required for the 3 year Global Talent route or the 10 year long residence route.

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| **Date left the UK** | **Date returned to the UK** | **Reason for absence** |
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| Add rows if needed |  |  |