# Former sponsor/employer confirmation of absences (5 year Skilled Worker route)

**Instructions:**

* This letter:
	+ **is for former employees who were sponsored under Tier 2 or Skilled Worker by the University during their employment;**
	+ **Should be completed by departments;**
	+ **must be signed, dated and issued on University headed paper.**
* For further guidance on using this letter, please contact the HR Compliance Team.

**To whom it may concern**

Date

Dear Sir/Madam

Please find below the list of absences that name had from the United Kingdom during the period they have been OR were employed by the University of Cambridge.

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

Yours faithfully,

Signature

Name

Contact details