[Your HR Rep’s Name]

**Remove this guidance box before printing**

* Fill-in the details below, adjust text as needed
* Letter must be dated within a month of your application
* Signature must be original and is not a print-out
* Print this on official company letterheaded paper

This **Letter of Introduction for Opening a Bank Account** template was downloaded from [https://immigrationstory.uk](https://immigrationstory.uk/)

[Your Company]

[Company Address]

[Company Address]

[Company Address]

[Company Address]

[Your HR Rep’s Email]

[Your HR Rep’s Phone]

29 August 2020

The Manager

[Bank Name]

[Bank’s Address]

[Bank’s Address]

[Bank’s Address]

[Bank’s Address]

Dear Sir or Madam,

I am writing to introduce the following employee to you for the purposes of opening a bank account with your branch.

I confirm that [Your Name, as it appears in your passport] is a full-time permanent employee at [Your Company] in the role of [Your Title], with a salary of [Your Salary] per annum. They will commence employment with us on [Your Start Date] and they are a holder of a Tier 2 (General) Migrant visa valid until [Your Visa’s Expiry Date].

Their current UK address is:

[Your UK Address]

[Your UK Address]

[Your UK Address]

[Your UK Address]

Their previous overseas address is:

[Your Previous Non-UK Address]

[Your Previous Non-UK Address]

[Your Previous Non-UK Address]

[Your Previous Non-UK Address]

Sincerely,

[Your HR Rep’s Name]

Human Resources

Signed for and on behalf of [Your Company]