

Employment Letter for Sponsorship

[Your Company Letterhead]

[Date]

To Whom It May Concern,

Subject: Employment Letter for [Sponsor's Full Name]

This is to confirm that [Sponsor's Full Name] has been employed with [Company Name] as a [Job Title] since [Start Date of Employment]. [He/She/They] currently holds a [Full-Time/Part-Time] position within our organization.

Employment Details:

- Position: [Job Title]
- Department: [Department Name]
- Employment Type: [Full-Time/Part-Time/Casual]
- Annual Salary: AUD [Salary Amount] (gross)
- Duties and Responsibilities: [Brief description of the sponsor's key responsibilities]

[Sponsor's Full Name] is a valued member of our team, and their employment is ongoing and stable. Based on their earnings and employment tenure, they are well-equipped financially to sponsor [Student's Full Name] for their studies in Australia.

Additional Information:

If you require further details or documentation to support this letter, please feel free to contact me directly at [Supervisor/HR Contact's Phone Number] or [Supervisor/HR Contact's Email Address].

We trust this information will be helpful for your assessment and are happy to provide any further assistance.

Yours sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]