

Date: 10.11.2020

The letter must be on official letterhead paper and cannot be an editable (Word) document. PDF or JPEG will be accepted.

**STRICTLY PRIVATE & CONFIDENTIAL**

1 Lancaster Circus  
Queensway  
Birmingham  
B4 7DJ

Dear Sir/Madam

**CONFIRMATION OF EMPLOYMENT: Joe Bloggs.**

Thank you for your recent letter regarding Joe Bloggs employment.

The letter must clearly state where the working address of the applicant – this must be within the Clean Air Zone

I can confirm that **Mr Joe Bloggs** works for **Birmingham City Council** at **1 Lancaster Circus, Birmingham, B4 7DJ** and is employed as a Clean Air Zone Officer. His contracted hours are **full time - 37.5 hours per week.**

The letter must clearly state the weekly hours or will be rejected

I hope this information is helpful to you.

Yours sincerely,



John Smith

HR Services Manager.

We require the name and signature of the representative from HR or a senior management position within the organisation