



# EMPLOYERS REFERENCE GUIDE

Please use our employers reference guide to support your expat application



**marsden**  
BUILDING SOCIETY

for intermediaries only

## Employers Reference Template

We use this as another form of personal identification for the application and to confirm employment details.

We ask for this in **all** circumstances where the applicant is employed as part of our enhanced due diligence. We will send over a template letter as part of your Expat pack.

- 1 All employers references must be on company letterhead
- 2 The reference must be recent to ensure all information is up to date
- 3 For this, we are looking for context around the applicant's job with an understanding of basic pay scale and any additional bonus schemes.
- 4 As an identification reference, please ensure the applicant's passport details are included
- 5 To confirm the applicant's residential address. PO Box needed if applicable.

**Reference should be submitted alongside the application. If you have any questions around this, our intermediary team are always happy to help**



### TOP TIP:

Completing this will speed up your application, we cannot proceed without it!

FAO Marsden Building Society  
6-20 Russell Street  
Nelson  
Lancashire  
BB9 7NJ

[INSERT COMPANY  
LETTERHEAD  
/LOGO]

1

[INSERT DATE]

2

Dear Sir/Madam

Re. [INSERT CUSTOMER NAME]

Regarding the above named individual, we confirm the following

### Employment Details

3

Start Date: [INSERT START DATE]

Job Role: [INSERT JOB ROLE]

Job Status: [INSERT JOB STATUS e.g. permanent]

Annual Gross Salary: [INSERT SALARY]

Bonus Allowances: [INSERT BONUS ALLOWANCE AMOUNT]

Currency Paid in: [INSERT CURRENCY]

### Personal Details

Passport Number: [INSERT PASSPORT NUMBER]

Residential address & PO Box address if applicable:

[INSERT ADDRESS LINE 1]

[INSERT ADDRESS LINE 2]

[INSERT ADDRESS LINE 3]

Yours Sincerely

HR Department

[INSERT COMPANY NAME]

4

5



Any questions?  
Get in touch...

**Marsden Intermediary Team**

**t: 01282 440583\***

**e: [intermediaries@themarsden.co.uk](mailto:intermediaries@themarsden.co.uk)**

**FOR INTERMEDIARY PROFESSIONALS ONLY**

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