Please amend and/or or remove any text in red

<SPONSOR LETTERHEAD>

**Department of Home Affairs**

Employer Sponsored Permanent Entry

<Date>

Dear Sir/Madam

We write this letter in support of the 186 Employer Nomination Scheme application for <applicant name>.

*Include only if the applicant is currently employed by the business:* <Applicant> has been working for <sponsor entity name> in the role of <position title> since <first date of employment>.

*Include only if the applicant is NOT currently employed by the business:* <Applicant> has been offered the role of <position title> with <sponsor entity name>. This role is essential to the business because <please provide some context here as to why the role is required and why the applicant is most suitable>.

*Include only if the applicant is currently employed by the business:* We confirm the employment offer dated <date> is still in place and that outside of a salary increase to <current salary>, the employment conditions remain largely unchanged and in line with National Employment Standards.

OR

*Include only if the applicant is NOT currently employed by the business:* We confirm the terms of employment outlined in the offer dated <date> apply to the applicant, and all employment terms are in line with National Employment Standards.

Finally, we confirm the offer of employment to <name> is permanent and ongoing: that is, we extend the offer of employment for a period of at least two years from the date the visa is granted.

If you have any questions or require further confirmation please do not hesitate to contact us.

Yours Sincerely

<NAME>

<POSITION TITLE>

<BUSINESS NAME>