

[Umbrella Company Letterhead/Logo]

[Date]

[Recipient Name/Agency Name]

[Recipient Address]

[City, Postcode]

Subject: Payroll Compliance Verification - [Employee Name]

To Whom It May Concern,

We are writing to formally confirm that [Employee Name] is currently employed by [Umbrella Company Name] and is paid via our fully compliant PAYE (Pay As You Earn) payroll system.

We hereby verify the following compliance details:

- **Employment Status:** The individual is employed under a contract of service (Employment Contract).
- **Tax & NICs:** All payments made to the employee are subject to prevailing Income Tax and National Insurance contributions, which are deducted at source and remitted directly to HMRC.
- **Holiday Pay:** Holiday pay is accrued and paid in accordance with the Working Time Regulations.
- **Pension:** The employee has been assessed and, where applicable, enrolled into a workplace pension scheme in line with UK Auto-Enrolment legislation.
- **Insurance:** We maintain valid Professional Indemnity, Public Liability, and Employers' Liability insurance policies.

We confirm that [Umbrella Company Name] does not engage in any disguised remuneration schemes, loan arrangements, or non-compliant tax avoidance structures. We operate in full alignment with HMRC guidelines and Intermediaries Legislation (IR35).

Should you require further documentation, such as a sample payslip or insurance certificates, please contact our compliance department at [Phone Number] or [Email Address].

Yours faithfully,

[Signature]

[Name of Authorized Signatory]

[Job Title]

[Umbrella Company Name]