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Address: \_\_\_\_\_  
\_\_\_\_\_  
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## Company Name

**Private & confidential**

11 April 2014

**Employment reference for William Hill**

The following are the details of employment of **Mr. William Hill** with our firm:

<b>Job Title:</b>	Translator
<b>Department:</b>	Administration
<b>Start Date:</b>	18 December 2010
<b>End of Contract/Leaving Date:</b>	31 January 2014

Please note it is our policy to only provide this basic information for employment reference purposes.

You will appreciate that whilst we are happy to provide this reference for your own private information, we do not accept any responsibility or liability of any sort in connection with the information, which it contains.

Yours sincerely,  
Amit Sawant  
Manager – Human Resources

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