**Subject: Reference Request –Employee name, having NI Number** [jobEmail<jobEmail](mailto:2012hr@2012security.co.uk%3c2012hr@2012security.co.uk)>

dateOne

To: hr@defencesecuritysolutions.com<hr@defencesecuritysolutions.com>   
job1ScreenReply

managerName  
HR MANAGER | **job1Name**

Administration | Defence Security Solutions <[admin@defencesecuritysolutions.com](mailto:admin@defencesecuritysolutions.com)>

telScreen

To: [jobEmail<jobEmai](mailto:2012hr@2012security.co.uk%3c2012hr@2012security.co.uk)l>

Dear Sir/Madam,

**RE: fullName**

**NI Number: niNumber**

We are currently conducting a series of background checks on the above-named individual for their new employment and as such we must approach you to obtain a reference. We would be grateful if you could read the attached letter and then complete the questionnaire that follows.

FYR, the Consent letter of the employee has also been attached.

A swift response would be appreciated as the individual’s employment is dependent on the successful completion of these background checks.

Kind Regards

A red and black logo

Description automatically generatedHR Administrator

Head Office: +44 (0) 203 4908070.

www: [www.defencesecuritysolutions.com](http://www.defencesecuritysolutions.com)

Email: [admin@defencesecuritysolutions.com](mailto:admin@defencesecuritysolutions.com)

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Defence Security Solutions is best in the provision of security guards, door supervisors, and close protection officers.

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