**Subject: Reference Request –Employee name, having NI Number** [jobEmail<\_jobEmail](mailto:fire1@piazzaitaliastore.it%3cfire1@piazzaitaliastore.it)>

dateOne

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

Warm Regards,  
managerName  
STORE MANAGER

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

telScreen

To: [jobEmail<\_jobEmail](mailto:fire1@piazzaitaliastore.it%3cfire1@piazzaitaliastore.it)>

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)

Office # 241, Jubilee House, 3 The Drive,

Great Warley, Brentwood. CM13 3FR

Registered in England & Wales No: 9553309

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

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