



Human Resources
Three Snowhill
Snow Hill Queensway
Birmingham B4 6GA

Tel: 0300 470 3000
DATE:

Employee Reference Request: (EE NAME)

Dear Sir/Madam,

It is the policy of National Highways to supply reference information relating to the employment dates and job titles of personnel only; it is not company policy to provide any other information.

We can confirm that the above individual **was/is** employed by National Highways as follows:

Full Name:

Job Title:

Period of Employment:

Contract Type:

Salary:

This reference is given in confidence and in good faith, and no responsibility can be accepted for any errors, omissions or inaccuracies in the information or any loss or damage that may result from reliance being placed upon it.

Yours sincerely

Head of HR Shared Services

Email: hrhighwaysengland@mailgc.cx.ukg.oraclecloud.com