**<<<<Company Headed Paper>>>>**

**Strictly Private and Confidential**

**Heathrow ID Centre**

**D’Albiac House**

**Courtney Way**

**Heathrow Airport**

**TW6 1SD**

[DATE]

Dear Heathrow ID Centre,

**Re: [Name]………………………Address: ………………………………………………….**

**­­­­­­­­­­**

**Date of Birth: ………………… NI Number: ……………………………………..**

This is to verify that **[APPLICANT NAME]** has been employed with **[YOUR COMPANY NAME]** from **[DATE]**

I can confirm that they have **not** had any gaps in employment exceeding 28 days.

**OR:**

They have had the below gaps in employment exceeding 28 days:

|  |  |  |  |
| --- | --- | --- | --- |
| From |  | To |  |
| From |  | To |  |
| From |  | To |  |
| From |  | To |  |
| From |  | To |  |

**I am aware that it is an offence, under the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, to knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass.**

**Please return this page along with the reference.**

Yours sincerely,

**Name**

**Position in Company**