17 March 2025

**Private & Confidential**

Dear Sir/Ma’am

**RE: Reference for Louise Nixon**

I have been requested to provide a reference for Louise Nixon, receipt of consent from above named individual was given on the 17 March 2025, I can confirm the following employment details:

|  |  |
| --- | --- |
| **Name** | Louise Nixon |
| **Position** | Lecturer Early Years & SEND |
| **Employment Dates** | 04/11/2024 – 06/12/2024 (Agency Cover) |
| **Previous Positions Held and Dates** | N/A |
| **Would the College employ this person again** | Yes |
| **Reason for Leaving** | Agency Cover |
| **Safeguarding Concerns** | No safeguarding concerns |

Please note it is company policy to only provide a factual reference including the details above.

The information provided is, to the best of the College’s knowledge, completely accurate and South Staffordshire College cannot accept any liability for decisions based on it.

Yours sincerely,

A black line drawing of a bird

Description automatically generated

C Reynolds

Payroll and HR Process & Systems Manager