\*COMPANY LOGO/LETTERHEAD\*

\*DATE\*

Pass Office  
Newcastle International Airport  
Woolsington  
Newcastle Upon Tyne  
NE13 8BZ

Dear Pass Office,

**Reference: \*NAME OF APPLICANT\***

The above named person commenced employment with \*NAME OF SPONSORING COMPANY\* on \*DATE\*

Regards

\*SIGNED\*