

01 December 2005

TO WHOM IT MAY CONCERN

Dear Sirs/Madam,

I confirm that Gina Dennis was employed as HR Administrator at Tyco Electronics UK Ltd from 05/11/1999 to 17/12/1999. She was a temporary employee introduced through "Pertemps" Employment Agency and was paid an hourly rate of £7.50p/h.

As Temporary HR Administrator Gina was responsible for:

- Providing administrative support for two HR Managers;
- Administration of the recruitment process;
- Entering and accessing information on the HR database system;
- Organising and maintaining of all HR files;
- Preparation and distribution of Christmas Vouchers;
- Access and download of training information from the local Intranet;
- Other administrative and organisational duties.

In her brief time with the company, Gina was an excellent administrator who was meticulous and effective in her approach to work and required minimal supervision. She was punctual, approachable and a reliable member of the team.

I would happily re-employ Gina within the HR Department.

Yours faithfully,



Stuart Allan
Human Resources Director

