

Harper & Lane LLP

4 Wellington Yard, Leeds LS1 4AP

7 October 2026

Private and confidential

Owen Pritchard

Northdale Care Group Ltd

Riverside House, 22 Quay Street, York YO1 7JF

Dear Owen Pritchard,

Reference for Megan Louise Hartley

Thank you for your request of 1 October 2026 for a reference for Megan Louise Hartley, who worked for us.

Dates of employment	4 March 2019 to 30 September 2026
Job title(s)	Payroll Assistant (4 March 2019 to 31 May 2022); Payroll Administrator (1 June 2022 to 30 September 2026)
Main duties	Running the monthly payroll for 140 staff; processing starters, leavers and statutory payments; reconciling pension contributions; answering staff payroll queries.
Reason for leaving	Resignation

Performance and skills. Megan met or exceeded her objectives in each annual review from 2023 to 2025. In 2025 she led the move of payroll to our new HR system with no missed pay dates.

Conduct and reliability. There were no disciplinary matters during Megan's employment.

Attendance

With Megan's consent, we can confirm 4 days of sickness absence in the last 12 months, on 2 occasions.

Re-employment

We would be happy to re-employ Megan.

Your questions

Question	Answer

Did Megan have responsibility for processing statutory payments such as SMP and SSP?	Yes. She processed statutory maternity, sick and paternity pay every month.
Did she supervise or train any other staff?	She trained two payroll assistants who joined in 2024. She did not formally supervise anyone.

This reference is given in confidence, for the purpose of your recruitment decision only, and is based on the information in our records at the date of this letter. It is given in good faith, but we accept no liability for any decision you make in reliance on it.

If you have any questions, please contact me on imogen.varga@harperlane.example.

Yours sincerely,

Imogen Varga

HR Manager

For and on behalf of Harper & Lane LLP