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<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>,

We would like to confirm the offer (<< >> Company") of an appointment as a << >> confirm the principal terms of our discussions.

This offer is subject to the Company reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the reference is taken and that we are free to write to them.

[Your employment shall be subject to a probationary period of << >> months during which your performance and conduct will be monitored.]

This offer is also subject to you providing evidence to the Company proving your legal right to work in the UK. On receipt of this evidence, you should bring your passport (and other relevant documentation, if necessary) and we will retain copies of these documents for our records.

You will initially be employed at the << >> << >>.

The hourly rate for this position is << >> and will be calculated on a weekly basis in arrears by multiplying the number of hours worked during the week (running from << >> to << >>) by your hourly rate of pay. This position does not attract bonus payments.]

The other terms and conditions of employment are set out in your Terms and Conditions of Employment, two copies of which you will receive. You must sign and date both copies of this Offer Letter and both copies of the Terms and Conditions of Employment where indicated to confirm that you understand and accept the terms and conditions. Please keep

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one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference and to provide a copy of each document to us as soon as possible. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. Please confirm the date on which you are free to commence employment. We understand this date to be << >>.

At the same time, please be sure to inform us of any medical conditions, allergies, or disabilities of which we should be aware.

If you have any questions concerning this offer, please let us know as soon as possible and we will do all we can to assist you.

We look forward to your reply and to welcoming you to the Company.

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms set out in the Offer Letter and the enclosed Terms and Conditions of Employment.

Signed:
<<Full Name of Employee>>

Dated:

Encl.