

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<< >> Company") of an appointment as a  
<< >> (job title) on a part time basis on 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 references were 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 the day of your appointment you should bring your passport (and other  
documentation, if necessary) and we will take copies of these documents for our  
records.

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

You will be working << >> hours/week on the following basis: << >>.

The full time salary for this position is << >> (<<i.e. annum>> based on a total of  
<< >> hours per week. Your weekly salary will be << >>% of full time hours. Your  
commencing salary will be £<< >> per annum >> payable <<i.e. monthly in  
arrears by credit transfer>>. [Your salary will include an annual contract bonus payments.]

Your pro rated holiday entitlement is << >> days per annum.

The other terms and conditions of Employment, two copies of which I have enclosed with this Offer Letter and both copies of the Terms and Conditions of Employment where indicated to confirm that you understand and agree to the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference and to provide to us as soon as possible. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment from 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, disabilities etc of which we should be aware.

If you have any questions concerning this Offer Letter 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 and conditions set out in the Offer Letter and the enclosed Terms and Conditions of Employment.

Signed: .....

<<Full Name of Employee>>

Dated: .....

Encl.