

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Description>> Director and to confirm the Company") of an appointment as <<Description>> Director and to confirm the details 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 referees are taken and that we are free to write to them.

This offer is also subject to your proof of 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 << >> position of << >>.

Your commencing salary will be £<< >> per annum payable <<i.e. monthly in arrears by credit transfer>>. [The Company is such that you are entitled to receive commission / bonus payments (in accordance with the attached schedule).] OR [Your employment will include commission / bonus payments / share options]. You will also be entitled to reimbursement for any reasonable expenses incurred in the course of performing your duties.]

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

You are entitled to [<<state benefits>>] and a company car details of which are contained in the Company Car Policy. You are also entitled to an allowance in the sum of £ << >> per month gross which is payable with your salary as a taxable benefit.]

The other terms and conditions of your Employment, two copies of which are 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 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 the prospect of you commencing employment with the Company.

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms and conditions set out in the Offer Letter and the enclosed Director's Service Agreement

Signed:
<<Full Name of Director>>

Dated: