

<<Casual Worker's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Job Title>> "the Company") of appointment as a <<job title>> on a casual basis and in accordance with the terms of our discussions.

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

This offer is subject to your providing evidence to the Company proving your legal right to work in the UK. On your acceptance of this offer, you must bring your passport (and other documentation, if necessary) and allow us to take copies of these documents for our records.

You will initially be located at the Company's premises at << >>.

Your commencing salary will be << >> (<eg. monthly in arrears by credit transfer>>). Your pro rated holiday entitlement will be << >> days per annum.

The other terms and conditions of employment are set out in the Agreement. The Agreement, along with this Offer Letter, will form the basis of your employment with us.

Please sign and date both copies of the Agreement and both copies of the enclosed Offer Letter where indicated, to confirm your acceptance and to stand and accept the terms and conditions. Please keep one signed copy of the Agreement 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. When writing, please include the date on which you are free to commence work with us. We understand that you are free to << >>.

At the same time, please advise us of any conditions, allergies, 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 terms set out in this Offer and the associated Employment Agreement.

Signed: .....

<<Full Name of Individual>>

Dated: .....

Encl.

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