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<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

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We would like to confirm the offer of an appointment as a << >> (job title) on a flexible work pattern as the principal terms of our discussions.

company”) of an appointment as a << >> (job title) on a flexible work pattern as the principal terms of our discussions.

This offer is subject to the Company reference(s) which are deemed to be satisfactory. We request that you confirm the names and addresses of the referees from whom the references were obtained and that we are free to write to them.

reference(s) and << >> character references. We request that you confirm the names and addresses of the referees from whom the references were obtained 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.]

probationary period of << >> months during which your performance and conduct will be monitored.]

This offer is also subject to you providing evidence of your legal right to work in the UK. On your appointment, you must bring your passport (and other relevant documentation, if necessary) and provide copies of these documents for our records.

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

<< >>.

The hourly rate for this position is << >> per hour. All payments 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.]

per hour. All payments 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.]

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The other terms and conditions of Employment, two copies of which Offer Letter and both copies of the indicated to confirm that you understand one signed copy of the Terms and Offer Letter for your reference and as possible. The Terms and Conditions form your contract of employment, which you are free to commence employment >>.

in your Terms and Conditions of sign and date both copies of this Conditions of Employment where terms and conditions. Please keep one signed copy of this document and one signed copy of this of each document to us as soon long with this Offer Letter, will could you confirm the date on understand this date to be <<

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

cal conditions, allergies,

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.

r please let us know as soon as ered.

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

ng you to the Company.

Yours sincerely

<<Name>>

<<Title>>

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

nd the enclosed Terms and

Signed:

<<Full Name of Employee>>

Dated:

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Encl.

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