

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Employee's Name>> "Company") of an appointment as a << >> on a part time basis, and to confirm the 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(s) were obtained 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 your proof of legal right to work in the UK. On acceptance of this offer you should bring your passport (and other relevant documentation, if necessary) and photocopies of these documents for our records.

You will initially be employed at the position of << >>. This appointment is for a fixed term, which will run [from << >> to << >>]

OR

[from << >> until << specify project >>]

OR

[from << >> and continue until << >> returns to work after his/her period of <<specify reason for leave>>.]

During the fixed term either party may terminate the appointment by written notice on giving not less than << >> weeks' notice.

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

The full time salary for this position is £<< >> per annum (<< >> hours per week). Your weekly salary commencing salary will be £<< >> per week (in arrears by credit transfer>>).

Your holiday entitlement for the duration of your employment will be << >> days per annum.

The other terms and conditions of your employment are set out in your Terms and Conditions of Employment. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment.

Please sign and date both copies of the enclosed Terms and Conditions of Employment with your name and the terms and conditions. Please return one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter to us by return of post. We will retain one signed copy of each document to confirm your acceptance of the terms and conditions.

When writing, please could you confirm the date at which you are free to commence employment with us. We understand that you may have other commitments at the same time, please advise us of any medical conditions or disabilities etc 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 understand that this is a fixed term employment for a period of << >> months from the date of the Offer Letter and the enclosed Terms and Conditions of Employment.

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<eg. annum>> based on a total of << >> hours per week. Your weekly salary commencing salary will be £<< >> per week (in arrears by credit transfer>>).

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Yours sincerely

<<Name>>

<<Title>>

e employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

Signed:

<<Full Name of Employee>>

Dated:

Encl.

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