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Please sign and date both copies of the enclosed Terms and Conditions of Employment with me so that you understand and accept the terms and conditions. Please sign the copy of the Terms and Conditions of Employment and one signed copy for your reference, and return one

signed copy of each document to

When writing, please could you state which you are free to commence employment with us. We understand that you may have other offers >.

At the same time, please advise us of any medical conditions, allergies, 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 help you. We will consider all offers.

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

Yours sincerely

<<Name>>

<<Title>>

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

Signed:
<<Full Name of Employee>>

Dated:

Encl.