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thead]

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

<<Date>>

Dear <<Employee's Name>>

A

Further to my letter of <<In  
signed copy of your updated

at you have not returned a  
nt.

As your employer, we are  
Contract of Employment for  
signed employment contra  
Manager>> by <<Insert Dat

M

ssue, and retain on file, a  
Therefore please return the  
OR Job Title e.g. the HR

If you have any concerns or  
Title e.g. the HR Manager>>

tact <<Insert Name OR Job

Yours sincerely

<<Name>>  
<<Title>>

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