

[Print on ... r insert Address]

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

<<Date>>

Dear << >>

I am writing in reference to our dis
concerning your work performanc
sickness absences to confirm our
your present circumstances.

The position we currently have av

You continue to be employed at th

Your revised salary will be £ <<
employment is such that you <<

[Your trial period for this position v

The other terms and conditions
conditions of employment. I shou
this letter as your confirmation t
employment.

If you have any questions concer
possible.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company

I accept the employment terms se

Signed:
<<Full Name of Em

Dated:

S

A

M

P

L

E

fer

iplinary] interview/hearing of <<Date>>
prolonged sickness absence / frequent
payment which we believe is suitable to

<< >>

able << >>. [The nature of your
bonus payments << >>.]

t out in your existing terms and
d sign and return to me a copy of
terms of this offer of alternative

er please let me know as soon as