

OFFER LETTER

Candidate Name: _____ Position: _____

Company Name: _____

Dear [Candidate Name],

We are pleased to offer you the position of [Position] at [Company Name], subject to the terms and conditions outlined in this Offer Letter.

1. Position and Duties

You will be employed as [Position]. Your duties and responsibilities will be those customarily associated with this position and as may reasonably be assigned to you from time to time by the Company.

2. Commencement of Employment

Your employment will commence on a mutually agreed date. Your employment is subject to the satisfactory verification of any necessary pre-employment checks.

3. Place of Work

Your primary place of work will be at [Work Location]. The Company reserves the right to require you to work at any other location within reasonable commuting distance.

4. Salary

Your starting salary will be £_____ per annum, payable monthly in arrears by direct credit to your nominated bank account, subject to deductions required by law.

5. Working Hours

Your normal working hours will be from [Start Time] to [End Time], [Number] days per week. From time to time, you may be required to work additional hours as are necessary for the proper performance of your duties.

6. Holiday Entitlement

You will be entitled to [Number] days of paid holiday per holiday year in addition to the usual public holidays in England and Wales. Holiday entitlement will accrue pro rata during the first and last years of employment.

7. Probationary Period

Your employment will be subject to a probationary period of [Number] months. During this time, your performance and suitability for the role will be assessed. The probationary period may be extended at the Company's discretion.

8. Termination of Employment

During the probationary period, either party may terminate the employment by giving one week's written notice. After successful completion of probation, termination requires [Number] weeks' notice by either party.

9. Confidentiality

You must not, during or after your employment, disclose to any third party any confidential information relating to the Company or its business, except as required by law or with prior written consent.

10. Intellectual Property

All intellectual property created by you in the course of your employment shall belong to the Company.

11. Data Protection

The Company will process personal data in accordance with applicable data protection legislation. You consent to such processing as necessary for your employment.

12. Governing Law and Jurisdiction

This Offer Letter and your employment shall be governed by the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction in relation to any disputes.

Please indicate your acceptance of this Offer Letter by signing and returning the enclosed duplicate. We look forward to you joining the Company.

EMPLOYEE SIGNATURE

FOR AND ON BEHALF OF THE COMPANY

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Position: _____

Position: _____

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