

|

Date

Address

Dear

Offer of Employment

I am pleased to offer you full-time employment in the role of Administrator with (referred to as 'the Employer', 'us' or 'we', in the rest of this letter).

This letter is to confirm the offer to you, summarise the main commercial terms on which we would like to employ you and explain the conditions of our offer.

Summary of Employment Terms

The main terms of your employment are:

1. we will pay you a basic salary of _____ per year
2. your normal place of work will be _____
3. your normal hours of work will be 9:00am to 5:00pm Monday to Friday;
4. you will be entitled to 28 days of holiday per year including bank holidays;
5. we will offer pension participation as required by law;
6. you or we can end your employment by giving written notice of at least one week for each completed year of service, subject to a minimum of one week and a maximum of twelve weeks, from us, and one week from you;

The above is intended as a high-level summary only and does not explain in full either the terms of your employment or the arrangements applicable to each of the items listed. The items covered in this letter and your employment are subject to the terms set out in the contract of employment which you must sign as a condition of your employment and which takes precedence over this letter if there is any inconsistency.

Conditions of Offer

Our offer of employment is conditional on:

1. you signing a contract of employment that is acceptable to us, in our absolute discretion. The contract of employment will be provided to you separately. The contract of employment will take precedence over this letter if there is any inconsistency;

2. you having the right to work in the United Kingdom. You must show us documents which satisfy us that you have this right. This would normally be your original British passport, European Economic Area passport or a passport from another country which gives you the right to work in the UK. We will then copy and return to the passport to you. If you do not hold one of these passports then we will need to see other documents to verify your right to work in the United Kingdom and you should contact Manager to find out which documents you will need to provide;
3. us receiving 2 references which we consider satisfactory, in our absolute discretion. One of the references must be from your current employer. Please provide us with details of your referee(s) as soon as possible. We will not contact any of your referee(s) until you have accepted the offer;

If any of the above conditions are not satisfied then this offer will be withdrawn or if it has already been accepted then we will be entitled to end your employment without notice or payment in lieu of notice. Please do not resign from your current job until you have had confirmation from us that we consider that these conditions have been satisfied. These conditions will continue to apply even if you have signed your contract of employment.

The written contract will be provided to you under separate cover. Please confirm your acceptance of the offer by signing the written contract and returning it to me. This offer is open for you to accept until at which time it will lapse automatically without further notice and no longer be capable of acceptance. If you do accept this offer, we would like you to commence your new role on or as soon as possible afterwards. Please confirm when you can start work.

Yours sincerely,

Care 24/7 Healthcare Limited