

Contact Name

Address

Date

## **OFFER LETTER**

We would like to confirm the offer to you by \_\_\_\_\_ ("the Company") of an appointment as \_\_\_\_\_ Director and to confirm the principal terms of our discussions.

This offer is subject to the Company receiving \_\_\_\_\_ job reference(s) and \_\_\_\_\_ character reference(s) which are deemed to be satisfactory. Please confirm the names and addresses of the referees from whom the references can be taken, and that we are free to write to them.

This offer is also subject to your providing relevant documents to the Company proving your legal right to work in the UK. On your first day, you should bring your passport (and other documentation, if necessary) and P45. Copies will be taken of these documents for our records.

You will initially be employed at the Company's offices at \_\_\_\_\_.

Your commencing salary will be £ \_\_\_\_\_ gross per \_\_\_\_\_ payable \_\_\_\_\_. [The nature of your employment is such that you are entitled to receive commission / bonus payments / share options (in accordance with the attached schedule).] OR [Your employment does not attract commission / bonus payments / share options]. You will also be entitled to claim reimbursement for any reasonable expenses incurred in the course of performing your duties.

[Your employment shall be subject to an initial probationary period of \_\_\_\_\_ months during which your performance and conduct will be monitored.]

You are entitled to \_\_\_\_\_ [and] [the use of a company car details of which are contained in the Company Car Policy] [to receive a car allowance in the sum of £ \_\_\_\_\_ per month gross which is payable with your salary. This is a taxable benefit.]

The other terms and conditions of employment are set out in your Terms and Conditions of Employment, two copies of which are enclosed. Please sign and date both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment where indicated to confirm that you understand and accept the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference and return one signed copy of each document to us as soon as possible. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be .

At the same time, please be sure to advise us of any medical conditions, allergies, disabilities of which we should be aware.

If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

We look forward to your reply and we are very pleased at the prospect of you commencing this employment and contributing to the future success of the Company.

Yours sincerely

Name

Title

I accept the employment terms set out in this Offer Letter and the enclosed Director's Service Agreement

Signed:

Full Name of Director

Dated: