

Name

Date

Title

Company Name

Address

Dear

OFFER LETTER

We would like to confirm the offer to you by [redacted] ("the Company") of appointment as a [redacted] [on a part time basis] and to confirm the principal terms of our discussions.

This offer is subject to the Company receiving [redacted] 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 may 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 [redacted] and your term of employment will run from [redacted] until [redacted].

You will be working [redacted] hours/days per week on the following basis: [redacted].

The [full time] salary for this position is £ [redacted] gross per [redacted] based on a total of [redacted] hours per week. [Your working hours are equal to [redacted] % of full time hours.]

Your commencing salary will be £ [redacted] gross per [redacted] payable [redacted].

The other terms and conditions of employment are set out in your Apprenticeship Agreement. One copy is for your own reference; the other should be signed by you [and your parent or guardian] and returned to us as soon as possible to indicate your understanding and acceptance of these terms.

When writing, please could you confirm the date on which you are free to commence employment with us. This we understand to be [redacted]. At the same time, please advise us of any medical conditions, allergies, disabilities etc. of which we should be aware.

If you have any questions concerning the terms of our offer of an apprenticeship 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 look forward to welcoming you to the Company.

Yours sincerely

I accept the employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

Signed:

Dated:

Encl.