[New Employees Name]

[Address]

**[Insert date]**

Dear Mr

Further to our recent meeting I write to make you a formal offer of employment with nicenstripy in the position of Gardener/Driver?, on the terms set out below: -

If you accept this offer of employment, your employment will commence on [Insert Date] and the first six months will be treated as a probationary period.

nicenstripy (The Company) will access and review your work performance during this time and reserves the right at any time during this period to terminate the employment.

If you should feel that you are not suited to the job during this time, you will be required to give one weeks written notice to terminate your employment with ‘The Company’.

‘The Company’ also reserves the right to extend your probationary period should it be deemed necessary by the management of nicenstripy. Your appointment will be confirmed in writing should your probationary period prove satisfactory.

Your salary at the commencement of your employment will be [Insert Pay] per five full days worked each week (as detailed in your Employment Terms), payable monthly in arrears, by the 7th of the following month. Tax and National Insurance will be deducted at source.

Will you please sign the duplicate copy of this letter confirming your acceptance of this position and return it to the address below.

May I take this opportunity of welcoming you to the nicenstripy group and trust that your **career** with us will be both enjoyable and successful.

Yours sincerely,

[YOUR NAME]  
For and on behalf of nicenstripy

I am pleased to accept this position under the above terms and I have read, fully understand, and accept the above terms.

|  |  |
| --- | --- |
| **Date:** | **………………………………………..** |
|  | | |
| **Employees Name** | **[Insert Employees Name]** | |
|  |  | |
| **Signed:** | **…………………………………………………………………...** | |