

# LETTER OF OFFER OF EMPLOYMENT

Clinic/ Spa Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date

Applicant's Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_

## OFFER OF EMPLOYMENT

We wish to offer you the position of \_\_\_\_\_ at our **Clinic/Spa** at the above address, commencing from \_\_\_\_\_. A copy of the employment agreement for this position is attached.

This position is a **full-time / part-time** position. Hours of work will be **flexible/set hours** as discussed.

The **hourly rate / salary** for this position is \_\_\_\_\_. This **salary / hourly** rate will be reviewed at the end of the 3 month trial period.

This offer is subject to your acceptance of the terms and conditions of employment which are set out in the Individual Agreement, the Clinic/Spa Rules, and the Dispute Resolution Procedure, copies of which are attached. The offer is also subject to your signing of the agreement and returning a copy of the agreement to us.

Please take time to consider the offer. You are entitled to take independent advice regarding the terms and conditions of the agreement. This offer will remain open until \_\_\_\_\_.

If you would like to accept the position on these terms and conditions, please sign the agreement and return it to us by \_\_\_\_\_. A copy of the agreement signed by both parties will then be made available to you.

If you have any questions about the agreement or about the position, please contact \_\_\_\_\_ as soon as possible.

We look forward to hearing from you.

Yours sincerely

\_\_\_\_\_

Company/Employer Name

\_\_\_\_\_

Position

I **ACCEPT** employment on the terms and conditions offered above and in the attached Individual Employment Agreement.

I agree that I have been given a reasonable opportunity to get advice about the terms and conditions of employment.

Dated: [redacted] 200 [redacted]

[redacted]

Signature of employee