

LETTER OF EMPLOYMENT

Employer Name: _____

Employer Address: _____

Employee Information:

Full Name: _____

Address: _____

Job Title: _____

Start Date: _____

Terms of Employment:

This letter confirms your employment with the Employer named above. You will be employed as the Job Title indicated, and your employment will be subject to the terms outlined below.

1. Position and Duties

You will be employed in the capacity of Job Title and will perform all duties related to this role as may be reasonably assigned by the Employer. You agree to abide by all company policies and procedures.

2. Place of Work

Your primary place of work will be at the Employer's address or any other location as the Employer may reasonably require.

3. Hours of Work

Your normal working hours will be 37.5 hours per week, Monday to Friday, with usual business hours from 9:00 am to 5:00 pm including a daily unpaid lunch break. The Employer may require reasonable additional hours.

4. Salary

You will be paid a gross annual salary of £_____, payable monthly in arrears by bank transfer. The Employer will deduct income tax and National Insurance contributions as required by law.

5. Holidays

You are entitled to 28 days of paid holiday per year inclusive of statutory UK public holidays. Holiday requests must be approved in advance by your line manager.

6. Sickness Absence

You must notify the Employer as soon as possible if you are unable to attend work due to illness. Statutory Sick Pay will be paid in accordance with UK law.

7. Probationary Period

Your employment will be subject to a probationary period of six months, during which either party may terminate employment with one week's notice.

8. Notice Period

After successful completion of the probationary period, the notice period to terminate employment will be one month from either side.

9. Confidentiality

You must not, during or after employment, disclose any confidential information relating to the Employer's business, clients, or employees, except as required by law.

10. Intellectual Property

Any work, inventions, or materials created in the course of your employment belong to the Employer.

11. Data Protection

The Employer will process personal data in compliance with the Data Protection Act 2018 and UK GDPR.

12. Disciplinary and Grievance Procedures

Employment is subject to the Employer's disciplinary and grievance procedures, copies of which will be provided.

13. Equality and Diversity

The Employer is committed to equal opportunities and expects employees to comply with relevant policies.

14. Health and Safety

You must comply with all health and safety rules and report any hazards.

15. Governing Law

This letter and your employment are governed by and construed in accordance with the laws of England and Wales.

16. Entire Agreement

This letter represents the entire agreement between you and the Employer relating to your employment and supersedes any prior agreements.

17. Acceptance

Please signify your acceptance of this offer and its terms by signing and returning a copy of this letter.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

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