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3<sup>rd</sup> August 2017

Dear Sarah,

Thanks you for your recent interview on July 15. We were impressed with your interview and are very pleased to offer you the role of senior marketing executive. This is a full time position, requiring approximately 37.5 hours per week.

If you accept the offer your start date will be September 1<sup>st</sup>. The offer will expire on August 10<sup>th</sup>. If you intend to accept the offer, please sign the attached documents and return them to me before September 10<sup>th</sup>.

You will report to the Head of Marketing, Jane Doe, and receive a salary of £25,000 per annum, starting September 1<sup>st</sup>. Your holiday allowance will be 25 days per annum, including bank holidays, and your benefits include an incentive bonus up to a maximum of 5% of your base salary. Your probationary period will be three months, during which you will not be allowed to take any paid leave.

By signing the letter of agreement included, you confirm that you have no contractual commitments or other obligations that would prevent you from joining this company or performing your duties. Please see attached the further terms and conditions and let us know if you have any questions.

We look forward to your arrival at the company and welcoming you to our team.

Best regards,

**John Jackson**  
Head of Human Resources  
Made-up Media