

# Offer Letter

**Shavon Benito**  
**3446 Aaron Smith Drive New Cumberland, PA 17070**

Dated: **10/31/2021**

Dear **\_Shavon**,

We are pleased to confirm that Shavon of Employer (**ABC Company**) would like to formally offer you the position of **\_Position**, subject to receiving the following:

- a) Two satisfactory references from the information you provided.
- b) Satisfactory pre-employment Additional Information questionnaire (attached for completion and return).
- c) Evidence of qualifications (original certificates).
- d) Satisfactory PVG Scheme clearance (if relevant).
- e) Evidence of eligibility to work in the UK.
- f) Valid, current driving licence (if relevant).

[Your employment shall be subject to an initial probationary period of no. of months during which your performance and conduct will be monitored.]

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 3446 Aaron Smith Drive New Cumberland, PA 17070 (or if required to work across sites, this should be detailed).

Your commencing salary will be £amount gross per annum/week payable method of payment and payment date. [Your employment does not attract bonus payments.]

Your working hours are number of hours per week and details of shift pattern if applicable.

Outline pension requirements if applicable.

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment.

Please sign and date both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment where indicated, to confirm that you understand and accept the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment (if you wish to send the Terms and Conditions of Employment along with the Offer Letter) and return one signed copy of each document or the document to us as soon as possible.

When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be start date if known. At the same time, please advise us of any medical conditions, allergies, special requirements etc. of which we should be aware to enable reasonable adjustment discussions to be progressed.

If you have any questions concerning the terms of our offer, 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**

Bhargavi Manepalli  
Global HR Manager

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

Signed: .....

Shavon Benito of Employee

Dated: .....

Encl.