

# The Alan Turing Institute

The British Library  
96 Euston Road  
London  
NW1 2DB

Greenwich University  
Staff Visa Team  
[staffvisa@greenwich.ac.uk](mailto:staffvisa@greenwich.ac.uk)

9<sup>th</sup> June 2025

To whom it may concern,

**Re: Eric Martin**

I am writing to confirm that Eric Martin has been offered a Zero Hours Contract at the Alan Turing Institute which is provisionally due to start on 16<sup>th</sup> June 2025 (this may be moved back to 23<sup>rd</sup> June 2025) to 19<sup>th</sup> December 2025. The work performed under this contract will be paid work at an agreed hourly rate.

It is estimated that Eric Martin will be asked to perform the following weekly hours of work:

- June 16th/23rd to Sept 5th: 5 hours per week
- DSG Pre cursor week(Sept 8th – 12th): 20 hours for this week
- DSG Event Week (Sept 15th – 19th): 20 hours for this week
- 22nd Sept to Dec 19th: 5 hours per week

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There is flexibility on when in the day/week the above hours can be performed and it is envisaged that above estimated hours should not conflict with his contracted hours at Greenwich University.

I trust that this is the information that you require, however, if I can be of any further assistance please do not hesitate to contact [HR@turing.ac.uk](mailto:HR@turing.ac.uk)

Yours Sincerely

[Redacted Signature]

[Redacted Name]

HR Operation Manager

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