

35 Sandown Court  
Bletchley  
Milton Keynes  
Buckingham

Dear ABEL,

**STAFF REGISTRATION DETAILS**

Thanks for being part of the Alexander Rosse Limited team.

You have shown such great enthusiasm since you started with the firm on 01-09-2010.

We would like to increase your salary to 60,000.00.

This is however dependent you becoming FCCA .

We would like to confirm your employment start date as 01-09-2010 your earliest termination date is 01-09-2010, as stated in your contract you will be entitled to 40 days for your holiday.

Please provide us with the following as well:-

Satander

09-01-27

09876543

Please confirm the following : -

**Gender** : - Male

**Date of Birth** :- 02-08-1978

**Nationaliy** : - Ghanaian

**Marital Sttus** :- Married

**Job Title**: - Office Manager

**National Insurance Number** :- SG123456C3

**Professional Body** : - ACCA

**Membership Number** : -

**Telepohone Number** : -

**Mobile Number** : - 7592164226

**Emails address** : -

**Personal email address** :

**Emergency details**

07592164226

07592164226

Kind Regards

Dr Abel Asiamah - FCCA  
Office Manager  
Alexander Rosse Limited