**Private & confidential**

Asad Ullah Khan

House No. 123,

Breamore Road,

Ilford, Essex,

IG3 9LX

1st December 2023

DearMr. Khan

**Re: Conditional Offer of appointment as** **Business Support Manager**

Further to your recent interview, we are pleased to offer you employment with the Company as a Business Support Manager. The post is being offered on a permanent basis with the associated terms and conditions below:

**1.** Date of commencement: 11th December 2024

**2.** Your salary will be £ 26,500 per annum. Salary is payable monthly in arrears by credit transfer into your nominated bank or building society account.

**3.** You will be entitled to 20 days’ holiday each year plus bank holidays (calculated pro rata for term-time employees), calculated pro rata in your first and last year of employment. The Company’s holiday year runs from 1st October to 30th September.

**4.** Your normal hours of work will be 37.5 per week worked between the hours from 9.00am to 6.00pm Monday to Saturday, with 1 hour for lunch.

**5.** Your employment will initially be on a 6 months’ probationary period. During this time, the Company will assess your performance and conduct, and it reserves the right at any time during or at the end of this period to terminate your employment with one week’s notice in writing or payment in lieu. During this period, you are required to give one week’s notice in writing if you wish to terminate your employment for whatever reason. Periods of notice thereafter are set out in the Statement of Employment Particulars. The Company also reserves the right to extend your probationary period should it deem this necessary, but so that the total period of your probation will not exceed twelve months.

Your employment is conditional upon you having attained all the qualifications and undertaken the work experience stated in your CV and at interview and on the other information disclosed to us during the selection and interview process. In any event, the Company reserves the right to withdraw this job offer or terminate your employment where it is discovered that you do not have the said qualifications or experience or where you have provided false information or failed to disclose material information in this or in any other material respect.

This offer of employment is conditional upon and subject to:

* Proof of identity
* Two references which are satisfactory to the Company, one of which should be from your current or most recent employer
* Proof of your stated professional, academic qualifications and experience letter - please provide copies
* IELTS English and Language competency scores (being attained before start date)

If you fail to produce the documentation that we require within a reasonable period of time, or if in the Company’s opinion the documentation is not satisfactory, this offer of employment will be withdrawn.

Full details of all your terms and conditions of employment are contained in the Statement of Employment Particulars and the Staff Handbook, copies of which will be provided to you on your start date.

May we take this opportunity of welcoming you to the Company and we hope you will enjoy your career with us.

We look forward to hearing from you.

Yours sincerely

**A A Ansari**

Adeel Ahmed Ansari

*Director*

Date 20th November 2023

I accept the offer of employment on the terms set out in this conditional offer of appointment letter dated 1st December 2023 and I hereby give my consent for you to contact my two referees, including my current employer.

Signed:

Date:

**APPENDIX B: REFEREE DETAILS**

|  |  |  |
| --- | --- | --- |
|  | **First referee** | **Second referee** |
| **Name** |  |  |
| **Job title (if applicable)** |  |  |
| **Company (if applicable)** |  |  |
| **Address** |  |  |
| **Phone number** |  |  |
| **Relationship to you, e.g. previous employer, university lecturer, etc.** |  |  |