

Bharat Bhushan  
54 Bidston Road  
Oxton  
CH4 6UW

Date 21/04/2017

Dear Bharat,

### **Offer of employment**

Thank you for coming in and meeting with Mark and me. As a result of the meeting I am pleased to offer you employment with SISRA Ltd ("SISRA Ltd") as a Quality Assurance Analyst. This employment will be subject to your signing and returning a formal employment contract which is enclosed. The main terms and conditions of which are as follows:

Start Date	Monday 8 <sup>th</sup> May 2017
Probationary period	3 month(s)
Salary	£18,000 per year – pro rata (Pay review after a satisfactory probation period)
Notice period	SISRA Ltd will give you one week for the first year plus one week for each complete additional year of service (maximum four (4) weeks)  You must give SISRA Ltd four (4) weeks

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Stakeholder Pension Scheme\*  
(Upon Successful Completion of  
Probation Period)

*\*subject to company legislation*

Upon successful completion of your probation period, you will be invited to join the Stakeholder Pension Scheme. SISRA Ltd will match your own contribution at 3% of your salary. Your own contributions will obtain tax relief at the basic rate and 2.4% will be deducted from your earnings. Added to this will be tax relief and the contribution from SISRA to make a total of approximately 6%. You may pay a higher percentage but the contribution from SISRA is limited to 3%

### **Additional Information**

This offer is subject to the following information being provided to SISRA Ltd:

- i) Written reference from your last employer and one other person who knows you in either a professional or personal capacity (Not related). If you have not already done so, please provide their name(s) and address(es) so that we may contact them.
- ii) Proof of your eligibility to work lawfully in the UK. Examples include producing your passport, or your National Insurance Number together with your birth certificate.

### **Enclosures**

There are various enclosures for your information, retention and completion. These are listed as follows:

- Employment contract
- Additional information form

If you wish to accept this offer please sign and date one copy (keep one copy for your records) of the enclosed contract where indicated and return within 7 days along with the completed Additional Information Form.

I do hope that you will accept this offer and I look forward to the opportunity of welcoming you to the company.

Yours sincerely,

Dominic Byrne,  
Head of Quality Assurance,  
SISRA Ltd