

Date: 23 April 2016

xcvx

and

First name of employee Last name of employee

Employment statement

Employment statement

Pursuant to Section 1 of the Employment Rights Act 1996

This statement dated 23 April 2016 sets out certain particulars of the terms and conditions on which xcvx employs **First name of employee Last name of employee**. Your employment with xcvx began on 25 April 2016 and your previous employment with does count as part of your continuous period of employment, which therefore began on 25 April 2016.

1. Job title

- 1.1. You are employed as **Role**.
- 1.2. Your main duties are **Duties**. From time to time and at our absolute discretion we may require you to perform other duties within your capabilities in order to meet our business needs.

2. Scale or rate of, or method of calculating, remuneration

Your gross pay (subject to tax and N.I.) will be **Pay Rate of pay** to be paid at **Payment interval** intervals in arrears by **How paid**.

3. Normal hours of work

You shall work **Days per week** day per week on the following day: **Working days**. Your normal hours of work will be from **Start time** to **Finish time**. You will not be entitled to a break. You will also be required to work a certain amount of overtime when the needs of the business require it. **Payment** will be made for overtime.

4. Place of work

- 4.1. xcvx's address is .

5. Appeals procedure

If you are dissatisfied with a decision relating to a disciplinary, dismissal or grievance matter, you should appeal in writing within **Appeal deadline** days of the decision to **whom whom**.

6. Collective agreements

There is no collective agreement in force which affects your employment.

7. Other information

We reserve the right to make reasonable changes to any of the above terms and conditions from time to time. Such changes may be made by way of a general notice applicable to all employees or by way of specific notice to you.

By signing below, you confirm that you will not be in breach of your existing or former employer's terms of employment or of any other obligation that may be binding on you by being employed by us.

I acknowledge receipt of a written statement of which this is a copy.

..... (Employee's signature)

Schedule 1

Public and bank holidays