

# OFFER LETTER



**Minh**  
**12 Nguyễn Du, Hà Nội**

Dated: **05/25/2023 23:05:29**

Dear **Minh**,

We are pleased to offer you the position of \_Position at Phan Minh Duc, subject to the following conditions:

- a) Satisfactory references from the information provided.
- b) Completion of the Additional Information questionnaire.
- c) Presentation of original qualification certificates.
- d) Clearance from the PVG Scheme (if applicable).
- e) Proof of eligibility to work in the UK.
- f) Possession of a valid driving license (if relevant).

You will be on a probationary period for a specified number of months, during which your performance and conduct will be monitored.

On your first day, please bring your passport (and other necessary documentation) and P45 for record-keeping purposes.

Your initial employment will be at the Company's offices at address (or specified if working across multiple sites).

Your starting salary will be £amount gross per annum/week, paid by the specified method and date. Bonus payments are not applicable.

Your employment contract will be governed by the Terms and Conditions of Employment, provided along with this Offer Letter.

Please sign and date both copies of the Offer Letter and Terms and Conditions of Employment to confirm your acceptance. Keep one signed copy for your reference and return the other signed copies as soon as possible.

If you have any questions, please let us know, and we will be happy to assist you.

We await your reply and are excited to welcome you to the Company.

**Yours sincerely**

**Phan Minh Duc**  
*Global HR Manager*

I accept the employment terms set out in this Offer Letter (and the enclosed Terms and Conditions of Employment.)

Signed: .....

Full Name of Employee

Dated: .....