7 December 2018

Mr Iyalla John Alamina

14 Milford Court

Milford Street

Huddersfield

HD1 3DY

Dear John

**Offer of employment**

We are pleased to be able to offer you employment with Phoenix Materials Testing Ltd as an Electronics Design Engineer. The work will be based at Unit 8, The Wallows Industrial Estate, Fens Pool Avenue, Brierley Hill, West Midlands, DY5 1QA. Your job may require you to travel to customer sites around the UK on occasions.

This employment will be subject to your signing and returning before the commencement of your employment a copy of this offer letter. The main terms and conditions of your employment are as follows:

|  |  |
| --- | --- |
| Start date | With immediate effect |
| Working hours | Up to 20 hours per week  Between 07.30 and 16.30 |
| Length of contract | Temporary contract fixed to 31 December 2018. |
| Probationary period | 3 months |
| Salary | £16.00 per hour |

**Additional Information**

This offer is subject to the following information being provided to Phoenix Materials Testing Ltd:

|  |
| --- |
| i) Proof of your eligibility to work lawfully in the UK. Examples include producing your passport, or National Insurance Number together with your birth certificate |
| ii) Driving license |
| iii) Signed health statement |
| iv) Copies of any training or qualification certificates |
| v) Proof of address (e.g. bank statement, utility bill) |

**Please provide the original documents, not photocopies.**

**Enclosures**

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

|  |
| --- |
|  |
| Second copy of offer letter  Second copy of Contract  Pre-employment additional information  Health statement |

If you wish to accept this offer please sign and date one copy of this offer letter and health statement where indicated and return this together with other relevant enclosures by 19 October 2018

Yours sincerely

Sam Shevyn

Operations Manager

Phoenix Materials Testing Ltd

Signed ............................................................................

Dated ..............................................................................