

Unity Health Services
12 Rosewood Avenue,
Edinburgh, EH3 5DP,
United Kingdom
Website: <https://www.unityhealthservices.health/>
Email: unityhealthservices.info@gmail.com

12th May 2025

John Arthur
myarthurjohn2017@gmail.com

Dear John,

ACCEPTANCE OF EMPLOYMENT – NHS APPRENTICESHIP (PORTER)

We are pleased to offer you a position in our NHS Apprenticeship Programme as a Porter at Unity Health Services, effective 22nd September 2025. Your application demonstrated a strong work ethic, physical aptitude, and a positive, team-oriented attitude—qualities that are essential in this vital role within our healthcare team.

ABOUT UNITY HEALTH SERVICES

At Unity Health Services, we are committed to delivering compassionate, high-quality healthcare with dignity and respect. Our facilities rely on dependable support staff like you to maintain efficiency and safety for both patients and healthcare professionals. We value teamwork, integrity, and professionalism in everything we do.

You will be based at our main facility located at:
12 Rosewood Avenue, Edinburgh, EH3 5DP, United Kingdom.

Your monthly salary will fall within a competitive range of £1,800 – £3,500, depending on qualifications and experience, and subject to standard deductions and company policy.

This position is for a fixed-term contract of two (2) years, beginning 22nd September 2025 and ending 22nd September 2027. Based on your performance and service needs, your role may be extended or transitioned into a permanent position.

To confirm your acceptance of this offer, please complete the Acceptance Section at the end of this letter, initial each page, and return the signed copy to unityhealthservices.info@gmail.com by Tomorrow, 12:30 PM (GMT).

1. JOB RESPONSIBILITIES

- 1.1. Safely transport patients between departments and treatment areas.**
- 1.2. Deliver medical supplies, records, and equipment efficiently within the facility.**
- 1.3. Support cleanliness and orderliness in patient and staff areas.**
- 1.4. Respond promptly to requests from clinical teams and patients.**

2. WORK SCHEDULE

- 2.1. You will work shifts according to the operational schedule, including weekends or holidays if required.**

3. TRAINING & ORIENTATION

- 3.1. You are required to report for orientation on 22nd September 2025 at 9:00 AM.**
- 3.2. Orientation will include health and safety procedures, policies, and your daily responsibilities.**

4. SALARY AND BENEFITS

- 4.1. Your monthly salary will be in the range of £1,800 – £2,500, based on your skills and performance.**
- 4.2. Additional benefits or allowances may apply according to Unity Health Services policies.**

5. CONTRACT DURATION & EXTENSION

- 5.1. Your fixed-term contract runs from 22nd September 2025 to 22nd September 2027.**
- 5.2. You may be offered a permanent position after your contract ends, depending on performance and availability.**

6. CODE OF CONDUCT AND COMPLIANCE

- 6.1. You are expected to uphold Unity Health Services' standards of professionalism, confidentiality, and respect.**
- 6.2. Any policy breaches or misconduct may result in disciplinary action or termination.**

7. TERMINATION AND RESIGNATION

7.1. You may submit a resignation only after completing one (1) year of continuous service.

7.2. Unity Health Services reserves the right to terminate employment due to misconduct or unsatisfactory performance.

8. ACCEPTANCE OF OFFER

8.1. Please sign and return this letter by Tomorrow, 12:30 PM (GMT) to unityhealthservices.info@gmail.com.

8.2. If we do not receive your signed copy by the deadline, we will consider the offer declined.

We look forward to having you as part of our healthcare support team at Unity Health Services.

Warm regards,

Emma Richardson

HR Manager

Unity Health Services

Email: unityhealthservices.info@gmail.com

Website: <https://www.unityhealthservices.health/>

ACCEPTANCE OF OFFER

I, John Arthur, confirm that all the information I have provided in support of my application is accurate. I understand and accept the terms and conditions outlined in this offer, including the two-year contract period and the opportunity for a permanent position based on performance.

Name: _____

Signature: _____

Date: _____