

Letter of Offer of Employment

Clinic/Spa Address _____

Date _____

Applicants Address _____

Dear _____,

OFFER OF EMPLOYMENT

We wish to offer you the position of _____ at our Clinic/Spa at the above address, commencing from _____. A copy of the employment agreement for this position is attached.

This position is a full time/part time position. Hours of work will be flexible/set hours as discussed.

The hourly rate/salary for this position is _____. This hourly rate/salary will be reviewed at the end of the 3-month trial period.

This offer is subject to your acceptance of the terms and conditions of employment which are set out in the Individual Agreement, the Clinic/Spa Rules, and the Dispute Resolution Procedure, copies of which are attached. The offer is also subject to your signing of the agreement and returning a copy of the agreement to us.

Please take time to consider the offer. You are entitled to take independent advice regarding the terms and conditions of the agreement. This offer will remain open until _____.

If you would like to accept the position on these terms and conditions, please sign the agreement and return it to us by _____.

A copy of the agreement signed by both parties will then be made available to you.

If you have any questions about the agreement or about the position, please contact _____ as soon as possible.

We look forward to hearing from you.

Yours Sincerely,

Company/Employer Name
Position

I **accept** employment on the terms and conditions offered above and in the attached Individual Employment Agreement.

I **agree** that I have been given a reasonable opportunity to get advice about the terms and conditions of employment.

Dated: _____ 200 _____

Signature of employee

Spa & Beauty