

Name
Address

date

Dear

Post of Lengthsman

Following your interview at this office on I am pleased to offer you the above position with Parish Council subject to satisfactory references and a medical report. It is the Parish Council's final decision as to whether such references meet with its requirements. You are advised not to resign from your present position until I have confirmed to you that your references have been received and are satisfactory to us. We will endeavour to obtain your references as quickly as possible.

If you accept this offer of employment, your job will be based within the parish of ...
.....

Your employment will commence on and the first four weeks will be treated as a probationary period during which time your employment may be terminated by yourself or by the council on one week's notice for failure to perform to standard.

Your duties and responsibilities will be as set out in the attached job description and you will be responsible to the Clerk.

Your basic salary at the commencement of your employment will be £..... per year payable monthly in arrears by on the last day of each month **or on the actual hours worked**. Your normal monthly hours will be The Council reserves the right to recover overpayments on terminations of the contract.

You will be entitled on a pro rate basis to four weeks holiday in every year, in addition to the normal statutory bank holidays, of which no more than two weeks may be taken consecutively. The holiday year runs from

The Council will be entitled to terminate your appointment by giving you written notice of one week or more dependent upon length of employment.

You are required to give the Council one week's notice of your intention to terminate your employment with the Council.

Your other terms of employment will be provided on your first day of employment.

If you wish to accept this offer of employment I would be grateful if you could confirm your acceptance by signing and returning one copy of this letter in the stamped addressed envelope enclosed.

I do hope that you will accept this offer. In the meantime, if you wish to discuss any aspect of this offer, please do not hesitate to contact me.

Yours sincerely

Clerk to Parish Council