

The letterhead - *in this part, we find the coordinates of the company and the recipient of the letter:*



Successful candidate's information:

Henry BALOIS

22 Chalcot Road, Primrose Hill, London NW1 8LL.

henry.balois@gmail.com

00 44 1746 845 921

Date of the letter:

Tuesday, April 7th, 2020,

Employer's information:

Marie-Laure KLEIN

52 allées de Tourny, 33000, Bordeaux

Subject : Job offer

The body of the letter - *in this part, we find the main information of the letter:*

Forms of courtesies:

Dear Mister BALOIS,

Presentation of the post or offer and subject of the letter:

Following the organisation's recent selection, I am writing to offer you the post of Recruitment specialist at the salary of thirty-two thousand euros per year, starting on Monday, September 7th, 2020.

Offer details - explain the main conditions of the job to the candidate:

The main terms and conditions of your employment will be:

- Place of work : 52 allées de Tourny 33000 Bordeaux
- Hours of work : 40 per week, Monday to Friday, 8.30am-5.30pm, including one hour lunch break; and one Saturday in four, 9am-1pm, with time off in lieu for
- Holiday entitlement : 25 days per year plus 5 bank holidays.

Conditions of employment:

As explained at your assessment day, this job offer is made subject to satisfactory results from necessary pre-employment checks. There will also be a probationary period of three months which will have to be completed satisfactorily.

This is a permanent post to cover for maternity leave.

Information for the integration of the candidate:

On starting, you will report to Ms. Marie-Laure KLEIN

If you have any queries on the contents of this letter, the attached Written Statement of Terms and Conditions of Employment or the pre-employment checks, please do not hesitate to contact me on 05 56 75 93 41 or marie-laure.klein@alltech.fr

To accept this offer, please sign and date the attached copy of this letter in the spaces indicated, and send it back in the stamped and addressed envelope provided.

We are delighted to offer you this opportunity, and look forward to you joining the organisation and working with you.

This letter is part of your contract of employment.

The greeting and signature - *in this part, we find the politeness of the letter:*

Yours sincerely,

Marie-Laure KLEIN
Director of Human Resources