

EMAIL TEMPLATE 5 (Referring to Recruitment Flowchart)

OFFER OF EMPLOYMENT

ATTACH:

Job Description

Contract

Confidentiality Agreement

Dear,

Thank you for attending your interview at ETC.

I am pleased to offer you the position ofat ETC International College, pending review of your documents. Please note that the position includes a trial period of, commencing on the day that you start work in this new role.

I have attached a copy of your job description, contract and confidentiality agreement. Please make sure you have read and understood these documents and let me know if you have any questions or concerns. Please note that ETC reserves the right to change the job specification from time to time and that the conditions are reviewed on an annual basis. We will arrange for you to sign two hard copies of the contract and confidentiality agreement, which will be printed out for you. In the interim, your email confirmation can stand as acceptance of the position.

Please note that employment will be subject to a DBS check (payment will be deducted from your first salary payment), satisfactory review of all your documentation and provision of at least 3 references that are acceptable to ETC International College.

If you agree to the Terms and Conditions shown in the attached documents, please send confirmation of your acceptance by return email.

You will start work at ETC as agreed on

OR

I have stated a start date of.....as you mentioned you will need to give 4 weeks' notice to your current employer. Please let me know if this date is convenient or whether another date is preferable.

Please arrive at ETC at.....am on your first day.

If you have any questions, please contact me.

We look forward to welcoming you to join the team at ETC.

Kind Regards,

.....