



Offer Letter of Employment Rev 1

Date:

Employee Name:

Employee Address:

Dear _____,

I am pleased to offer you an appointment with our staff. This is a permanent position subject to the satisfactory completion of a probationary period of six months for the start of employment. The Company reserves the right to extend the probationary period, but in any case, it will not be extended beyond 12 months.

During the probationary period, employment may be terminated at the Company's absolute discretion. In such a case you will be entitled to 1 weeks' notice, after the completion of 13 weeks service.

You are being offered a position in Unihaven Limited's _____ department.

Position:

Your Position will be:

Your Manager will be:

Location: The company premises are at _____, where you shall be presently employed, however, you may be relocated in the future and you will be given notice before this occurring.

On your first day of employment with the company, you should report to _____ at _____ am at the above address.

Commencement Date: Your appointment will commence on the _____ and will not continue beyond your 66th Birthday. (or some other agreed year)

Duties: Please refer to your Job Description attached.

Salary: Your salary will be €_____ per annum, and will be paid monthly/weekly/ by cheque/direct debit etc.

Hours of Work: The Company operates from _____ to _____.

Work hours are from _____ to _____.

You will be required to work _____ hours per week.



Sick Pay: The Company operates a sick pay scheme as per that set out in the Employee Handbook. The company is only obliged to pay you during any absence on grounds of illness as per the terms outlined in the Employee Handbook, and once this period is over, you should avail of the appropriate Department of Social Protection benefits.

Law: Irish Law shall govern this agreement and disputes arising under or about it should be subject to the exclusive jurisdiction of the Irish Courts.

I will be happy to go into more detail with you on the enclosed terms and conditions of employment if you wish and if you have any queries, please do not hesitate to contact me on _____.

Please acknowledge acceptance of this offer on the terms stated by signing and returning the enclosed copy of this letter. This offer of employment will remain open until _____pm on _____.

Yours sincerely,

Manager (on behalf of the Company)