

**[On letterhead of Employer]**

[Name and Address of Employee]

Dated: [Date]

Dear [Name]

**Contract of Employment with [Name] Limited (the Company)**

This letter agrees

**1 Commencement**

1.1 The contract shall commence on the date stated in paragraph 1.2.

1.2 The start date in paragraph 1.1 does not include the period of any applicable notice period.

The date stated does not include

**2 Probationary period**

2.1 Your employment shall be on a probationary basis for the period of [ ] months, during which time you shall be subject to the terms and conditions of your probationary contract.

[ ] months, during

2.2 Your employment shall be on a probationary basis for the period of [ ] months, during which time you shall be subject to the terms and conditions of your probationary contract.

[ ] months, during  
probationary  
termination by the

**3 Period of notice**

*EITHER*

3.1 Unless you have been employed by the Company for a continuous period of [ ] years, you shall be entitled to the period of notice set out in paragraph 3.2.

ent shall

(a)

[ ] weeks' written

(b)

[ ] weeks' written  
our continuous  
notice.

*OR*

Unless you have been employed by the Company for a continuous period of [ ] years, you shall be entitled to the period of notice set out in paragraph 3.2.

employment shall  
[ ] weeks'

3.2 The Company shall give you [ ] weeks' written notice and pay in lieu of notice.

[ ] weeks' written  
notice and pay

**4 Job title and duties**

4.1 You will undertake the duties of the position of [ ] or such other position as the Company may from time to time specify.

[ ] or in such

4.2 [Your duties are set out in the attached job description. Your job description does not form part of your contract of employment. You may be required to undertake other duties from time to time as the Company may reasonably require.]

4.3 You will report to [name or manager's stated position] or to such other person as the Company may from time to time specify. This person is your reporting manager for the purpose of your employment.



4.4 You agree to comply with all reasonable requests and instructions from the Company and shall faithfully serve the Company to the best of your ability.

4.5 You will devote the whole of your time and attention to your duties during working hours.

4.6 You shall not, without the Company's prior written consent, directly or indirectly undertake any other duties of whatever kind during your hours of work for the Company.

4.7 You warrant that you are entitled to work in the United Kingdom and will inform the Company immediately if you are not.

4.8 You will not accept any offer of employment from any other employer, including those set out in the schedule, without the prior written request from the Company. You shall not do so in this paragraph.

**5 Training**

5.1 You shall accept any training or development that the Company may reasonably require.

5.2 The Company may, from time to time, require you to attend training or development currently available to you.

**6 Place of work**

6.1 Your normal place of work shall be the office of the Company at the address set out in the schedule.

6.2 The Company may, from time to time, require you to work at other locations of the Company, including those set out in the schedule.

6.3 In addition, you may be required to work at other locations in the United Kingdom as may be required from time to time.

**7 Hours of work**

7.1 Your normal hours of work shall be from 9.00am to 5.00pm (inclusive), with a lunch break of 1 hour.

7.2 You agree to work any additional hours that the Company may require from time to time, and you shall be entitled to the proper remuneration for any such hours.

**8 Salary**

8.1 Your basic salary shall be [£XXXXXX] per annum, payable [monthly] in arrears on or about the [number] day of each calendar month.

(a) [XXXXXX]

(b) [XXXXXX]

(c) [XXXXXX]

8.2 Your salary will be reviewed annually. Any decision to increase your salary is entirely at the Company's discretion and there is no obligation on the Company whatsoever to award an increase.

8.3 At any time during your employment or on its termination, the Company shall be entitled to deduct from your salary or any other monies payable to you any sum which you may owe to the Company at any time.

**9 Benefits**

There are no benefits applicable to your employment by the Company.

**10 Holidays and other paid leave**

10.1 You are entitled to the normal

10.2 The Company start or leave holiday year will be c

10.3 You shall report to your reporting manager. You must obtain the prior written approval of your reporting manager.

10.4 You can take up to five (5) days of holiday per reporting manager per subsequent holiday year. The Company will be liable for the cost of the holiday except on termination of employment.

10.5 If either you or the Company may require you to take holiday.

10.6 On termination of employment, you shall be entitled to any accrued holiday you have not taken. If you have taken more than your financial year's annual holiday, you shall be entitled to a pro-rata amount of the accrued holiday.

10.7 The Company shall provide you with paid leave, including maternity leave, while you're your reporting manager.

**11 Sick leave**

11.1 If you are absent for more than three (3) days, you must notify your reporting manager on your first day of absence.

*EITHER*

11.2 [You must provide evidence with the Company to support your absence.]

*OR*

[In the case of an absence of continued duration, you must keep your reporting manager regularly informed of its expected duration and at least every two working days.

If you are absent for more than 7 consecutive days (including Saturdays and Sundays), you must obtain a doctor's certificate and produce or arrange for it to be produced as soon as possible.



possible to your reporting manager. Thereafter, doctor's certificates must be produced every seven days until you return to work.

Immediately upon your return to work, you must obtain and complete a sickness self-certification form and submit it to your reporting manager.]

11.3 The Company may, at its expense, at any time require you to be examined by a doctor nominated by the Company. You consent to the doctor carrying out such examination and to the doctor comparing your condition with the Company's sick pay policy.

*EITHER*

11.4 Subject to the Company's sick pay policy, you shall be entitled to statutory sick pay. For state sickness absence, you shall be entitled to statutory sick pay, inclusive.

*OR*

Subject to the Company's sick pay policy], you shall be entitled to continuous sick pay during your period of absence due to your sickness. The Company's sick pay policy may be applicable to you.

(a) you shall be entitled to 100% of your normal gross full pay;

(b) you shall be entitled to 100% of your normal gross full pay; and

(c) you shall be entitled to 100% of your normal gross full pay.

11.5 If your absence is consecutive, you shall be entitled to 100% of your normal gross full pay for the first 28 days of your absence, thereafter by 75% of your normal gross full pay.

**12 Pensions**

12.1 The Company will include you in the pension scheme in force on 1st January 2008 which is the Paper Rock Pension Scheme.

(a)

(b)

**13 Data Protection**

13.1 The Company will process your personal data in accordance with the Data Protection Act 1998 and the Data Protection (EU) Regulations 2002.

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**14 Termination**

14.1 The Company may terminate your employment without notice or without making a payment in lieu of notice:

(a) if you commit a serious breach of your duties to the Company as an employee; or

(b) if you cease to be entitled to work in the United Kingdom.

14.2 On the termination of your employment for any reason, you shall deliver to the Company on request all original documents, equipment and other property of any nature belonging to the Company or relating to its business.

**15 Disciplinary and grievance procedures**

15.1 The Company's disciplinary and grievance procedures which relate to your employment are available from your reporting manager. These procedures do not form part of this contract of employment.

15.2 You shall be subject to the disciplinary procedures of the Company as set out in the Handbook, which shall be available to you from your reporting manager in accordance with the procedures set out in the Handbook.

15.3 Any appeal against a disciplinary decision shall be made in writing to your reporting manager within the time specified in the Handbook. Any appeal shall be dealt with in accordance with the procedures set out in the Handbook.

15.4 [The disciplinary procedures shall apply to you during your probationary period.]

**16 Confidentiality**

16.1 During the term of your employment and for a period of six months after the termination of your employment, you shall not disclose to any person, in any form, any confidential information or trade secrets of the Company, its clients, suppliers or other third parties, or any information which is confidential to the Company.

16.2 Paragraph 16.1 shall not apply to information which is:  
(a) already in the public domain;  
(b) required to be disclosed by law or in connection with legal proceedings;  
(c) disclosed to you in confidence by a third party.

**17 General**

17.1 There are no other terms and conditions of employment applicable to you.

17.2 This agreement shall be subject to any applicable provisions of the Employment Rights Act 1996 and any applicable provisions of the Employment Rights (Amendment) Regulations 2008.

17.3 The Company shall be entitled to terminate your employment from time to time without notice, if you are in breach of any of the terms of this agreement.

17.4 No person shall be entitled to rely on any provision of this agreement which purports to vary or to exclude the operation of any provision of the Employment Rights Act 1996.

17.5 This agreement shall constitute the entire agreement between you and the Company and replaces any previous agreement between you and the Company.

17.6 This agreement shall be governed by the laws of England and Wales and each of you and the Company submits to the jurisdiction of the English courts.

Please sign, date and return the attached copy of this agreement to acknowledge your agreement to its terms.

Yours sincerely

For and on behalf of  
[Employer] Limited

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Acknowledged a

[Name of empl

Dated:

[ATTACH JOB L

