APPENDIX 12D

Parish Name and Address:

Date:

Dear

Contract of Employment

I am pleased to confirm your appointment which commenced/will commence on .

I enclose your Contract of Employment. Please sign and return the additional copy of the top sheet of your contract by way of receipt and acceptance. The contract is subject to a six month probationary period.

As your employer, we are legally required to undertake certain checks on your eligibility to work in the UK. So, upon receipt of this letter, please produce your current passport to your manager who will process it for the parish. If there is any problem with this request please discuss it with your manager immediately. Thank you.

I hope that you will be very happy working with our parish.

Yours sincerely

Parish priest

I accept the terms and conditions of my contract issued on ……

…… Name……..
Signature

……
Date