

All Nations Outreach Christian Council

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Email: dannyboypieterse5@gmail.com



<REF>

<DATE>

PRIVATE & CONFIDENTIAL

<NAME>

<ADDRESS>

Dear <NAME>

I write with pleasure to offer you an appointment as <TEACHING ASSISTANT / TEACHING ASSOCIATE / TEACHING FELLOW / SENIOR TEACHING FELLOW / PRINCIPAL TEACHING FELLOW>, within the Teaching staff category, initially in <DEPARTMENT/SCHOOL>. This appointment is offered <ON AN OPEN-ENDED BASIS / FOR THE FIXED-TERM PERIOD OF INSERT> with a start date of <INSERT>. Full details of your appointment are given on the attached sheet.

The Conditions of Employment for the Teaching staff category are attached, together with the job description for this post.

Your period of continuous service for statutory employment rights dates from <INSERT>.

You will continue to be a member of the Universities Superannuation Scheme.

Please indicate your acceptance of this appointment by signing and returning to me, no later than <DATE>, the enclosed copy of this letter and attached sheet.

Yours sincerely

<NAME>

Human Resources Manager/Adviser

FORM OF ACCEPTANCE

DO NOT DETACH

I accept the appointment outlined in the foregoing letter under the general conditions referred to in the letter.

Signature Date

Appointment Details

Personal Details

Name: <INSERT>

Address: <INSERT>

Appointment Details

Post Title: <TEACHING ASSISTANT / TEACHING ASSOCIATE
/ TEACHING FELLOW / SENIOR TEACHING
FELLOW / PRINCIPAL TEACHING FELLOW>

Department: <INSERT>

Responsible for the proper performance
of your duties to:

Head of Department

Grade: in the Teaching staff category

<INSERT RELEVANT SALARY RANGE>

Salary: <INSERT> <FTE EQUIVALENT WHERE RELEVANT>

Hours: <FULL-TIME / HOURS PER WEEK>

Duration

Start Date: <INSERT>

Expected End Date: <INSERT IF APPLICABLE / OPEN-ENDED>

Salary Information

Pay Period: Monthly

Next increment date:

<IF APPLICABLE: 1 APRIL YEAR>

ACCEPTANCE

I accept the appointment outlined above under the general conditions referred.

Signature: Date: