

Daniel Achebe

Flat 3, 18 Moorland Road, Leeds LS6 1AL

6 October 2026

Dear Daniel,

Following your recent interview, I am writing to offer you the post of Legal Cashier at the salary of £31,500 per year, starting on 4 January 2027.

The post's main terms and conditions of employment are in your attached written statement of employment particulars.

This is a permanent post.

On starting, you will report to Sarah Whitlock.

As explained at your interview, this job offer is made subject to satisfactory results from these pre-employment checks:

- Two satisfactory references, one from your most recent employer
- Proof of your right to work in the UK
- Sight of your AAT Level 3 certificate
- A satisfactory credit check

There will also be a probationary period of 3 months, which will have to be completed satisfactorily.

If you have any queries on the contents of this letter, the attached written statement or the pre-employment checks, please do not hesitate to contact me on 0113 496 0721 or rachel.dunmore@harperlane.example.

To accept this offer, please sign this letter and the attached written statement and send it back to HR, Harper & Lane LLP, 4 Wellington Yard, Leeds LS1 4AP, or by email to hr@harperlane.example.

We are delighted to offer you this opportunity and look forward to you joining the organisation and working with you.

Yours sincerely,

Rachel Dunmore, HR Manager

Harper & Lane LLP

4 Wellington Yard, Leeds LS1 4AP

For the candidate to sign and return

I accept the job offer in this letter.

Signed:

Name: Daniel Achebe

Date: