

Your ref: Recipients Ref Date: Phone: Phone Number e- Email Address
My ref: Own Reference Please askPlease Ask For Fax: Fax Number DX: 8345 Exeter

Dear

POST TITLE: Temporary One-to-One Tutor
SALARY: per hour

I am pleased to offer you this temporary appointment from.....(enter start date).

This appointment is temporary for a period of 12hrs in order to provide one-to-one tuition as part of the Making Good Progress initiative. How these hours are worked is in agreement between you and the Head Teacher / Governing Body (delete as appropriate).

Your terms and conditions, as stated in your Statement of Particulars remain the same as per your original contract at the School.

This post is linked to temporary funding for a specific period in relation to one-2-one tuition following the Making Good Progress Initiative. Your temporary employment will end when the temporary funding comes to an end after the 12 hours, without any further notice being given.

Should there be a requirement (from either party) to terminate this temporary contract early, or for reasons other than those above, the notice period in your Statement of Particulars will apply.

I hope you will accept this offer of temporary employment. When doing so, please sign the note of acceptance below and return this copy of the letter to me. An additional copy for your retention is enclosed.

Yours sincerely

I accept the appointment on the terms and subject to the conditions stated in this letter and on the Statement of Particulars.

Signed:..... Date: