

ACME CORP (UK) LIMITED

18 Bishopsgate, London EC2N 4AJ | Tel 020 7946 0100

PRIVATE AND CONFIDENTIAL

David Mitchell
42 Kensington Gardens, Flat 3B
London SW7 4QR

15 June 2019

Offer of Employment — Senior Engineer

Dear David,

Following your interview with Marcus Bell, I am pleased to offer you the position of Senior Engineer within the Engineering department at ACME Corp (UK) Limited. Your employment will commence on 15 June 2019 and you will report directly to Marcus Bell, Head of Engineering.

Employee name	David Mitchell
Employee ID	EMP-2847
Date of birth	14 March 1988
National Insurance number	QQ 12 34 56 B
Home address	42 Kensington Gardens, Flat 3B, London SW7 4QR
Personal email	david.mitchell.personal@gmail.com
Mobile	07700 900821
Work email	david.mitchell@acmecorp.co.uk
Starting salary	GBP 78,500 per annum
Reporting line	Marcus Bell (marcus.bell@acmecorp.co.uk)

This offer is conditional upon receipt of satisfactory references. Your referee, Sophie Chen (sophie.chen@acmecorp.co.uk, 07700 900309), has been contacted. Payroll queries should be directed to Linda Thompson, HR Director, on 020 7946 0234.

Yours sincerely,

Linda Thompson
HR Director, ACME Corp (UK) Limited
linda.thompson@acmecorp.co.uk