

 Date: <<{dateFormat($nowUTC, ‘dd MMMM yyyy’)}>>

EMPLOYMENT OFFER AGREEMENT

Dear <<FirstName>> <<LastName>>,

Welcome to META Legal & Finance.

We hope you enjoy your employment with us.

The following agreement outlines your rights and responsibilities. It is designed to provide you with clarification. You should ask for further explanation if anything is unclear to you.

This employment agreement is between **META Legal & Finance (Company) and <<FirstName>> <<LastName>>(Employee).**

For good consideration, the (Company) employs the (Employee) on the following terms and conditions.

1. Position Title

Your new Position Title is **<<Position>>**.

1. Salary and Benefits

Your current remuneration is **<<Salary>>** annum. Payment will be made directly into your nominated bank account.

1. Annual Leave

Your Annual Leave provision is 20 working days per annum.

1. Hours of Work

You are required to work a minimum of 38 hours per week.

Your manager is responsible for determining the normal span of working hours within your area to meet the needs of the Company, and you are required to work within the span advised to you.

Sign: \_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_