



Jungle Mania Woodley  
Unit 4, Headley Park Nine  
Headley Road East  
Woodley  
Reading  
Berkshire  
RG5 4SQ  
0118 9692635

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## **OFFER OF EMPLOYMENT**

Dear;

We are very pleased to offer you a position as centre manager in our Woodley branch based on the following terms and conditions:

You are appointed to the position of manager with Jungle Mania Woodley, and in this capacity, you will report directly to Catherine Coleman, Director.

This is a permanent position and as discussed and agreed your start date in the position will be.....

Your salary is £18,000 PA (less statutory reductions.) Your salary is payable once a month on the 5<sup>th</sup> of every month.

Your normal working hours are 42 per week Monday – Sunday and additional hours are necessary for the proper performance of your duties. You are entitled to have a 30minute unpaid lunch break per day.

You will receive 28 days of holiday per year, (January 1<sup>st</sup> to December 31<sup>st</sup> including public holidays and bank holidays) pro-rated for the current holiday year.

Your first 3 months will be a probationary period. We will review your progress in the position on a regular basis and provide you with regular feedback. We will be in a position to confirm continued employment upon successful completion of the probationary period.

We wish you the very best of luck in your new position and are sure that you will make a superb addition to our company.

Yours Sincerley,

