

Sophie Reed

Date: 14 July 2026
Our Reference: OL/6FF4B672
Document Type: Letter

Dear Sophie,

We are delighted to formally offer you the position of Senior HR Administrator within our People & Culture team at HRHeaven QA Sample Employer. We appreciated our discussions and your enthusiasm for contributing to our Guildford head office as well as supporting occasional site visits across Surrey and Hampshire.

Following your verbal acceptance on 18 March 2026, and upon request for clarity concerning your start date and probationary period, this letter provides confirmation of the main terms of your employment.

You will report directly to the Head of People, with a dotted line reporting to our Operations Manager, Emily Harper, who has overseen the recruitment for this role and ensured the start date aligns with key project handovers.

Your annual salary will be £50,000, payable monthly in arrears, and reflective of a full-time contract based on 37.5 hours per week, Monday to Friday from 09:00 to 17:00, with a hybrid working pattern requiring three days in the office each week.

Your official start date will be 13 April 2026, allowing for an induction scheduled on a non-site day as preferred by management.

This offer is subject to the usual pre-employment checks, including receipt of satisfactory references and verification of your right to work in the UK.

You will be on a probationary period of three months, with a formal review scheduled after six weeks to discuss your progress and integration into the team.

Your holiday entitlement is 25 days per annum, plus bank holidays in line with our standard practice.

Additional benefits include enrolment in our pension scheme, access to a discretionary training budget to support your professional development, and a travel allowance to cover reasonable expenses during site visits.



LETTER DETAILS

Employee
Sophie Reed

Role
HR Business Partner

Case type
Offer Letter

Reference
HRA-6FF4B672



KEY DATES

Completed
14 July 2026

Owner
Emily Harper (Operations Manager)

Please refer to our Recruitment and Onboarding Policy version 2.1 for detailed information on terms and conditions applicable to your role.

To confirm your acceptance of this offer, please sign and return the enclosed copy of this letter by email as a PDF, or alternatively accept the offer via our company portal.

Within your acceptance, please provide contact details for your referees to enable us to complete the reference checks promptly.

Should you have any questions or require further clarification before your start date, please do not hesitate to reach out to me or Emily Harper directly.

We kindly ask that you respond by 2 April 2026 to facilitate a smooth onboarding process, including payroll arrangements and your induction program.

We look forward to welcoming you formally to our team and supporting your success in this role.

[Signature placeholder]

Sophie Reed

HR Business Partner

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer