

Sophie Reed
HR Business Partner
Employer HR file

Date: 14 July 2026
Our Reference: OS/6FF4B672
Document Type: HR record

Offer Summary Record for Sophie Reed

1. CASE SUMMARY

This record summarises the offer extended to Sophie Reed for the role of Senior HR Administrator within the People & Culture team at HRHeaven QA Sample Employer. The offer includes key employment terms such as salary, starting date, probation period and conditions of employment, along with next steps for formal acceptance and onboarding arrangements.

2. BACKGROUND

Sophie Reed expressed interest in the Senior HR Administrator role following the recruitment process, which included review of her CV, interview notes and recruitment tracker documentation. The position is based primarily at the Guildford head office, with occasional site visits across Surrey and Hampshire.

Emily Harper, the Operations Manager, has overseen the recruitment process and recommended aligning the start date with the completion of a key project handover. Induction arrangements were planned to avoid site visit days to facilitate onboarding.

HR RECORD 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)

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3. INFORMATION CONSIDERED

The offer package was developed based on Sophie Reed's qualifications and experience as reflected in the CV and interview notes.

The recruitment tracker and reference request template have been referenced to inform the offer conditions, including satisfactory references, right to work in the UK and a probation period.

The draft offer letter was reviewed alongside the Recruitment and Onboarding Policy v2.1 to ensure compliance with internal standards and legislative requirements.

On 18 March 2026, Sophie confirmed her verbal acceptance of the offer and sought clarification regarding the start date and probation duration.

Emily Harper provided input about aligning the start date with internal operational needs.

Sophie has been provided with an onboarding checklist and allocated a workplace buddy to support her transition.

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4. DECISION

The offer to Sophie Reed includes a 37.5 hour workweek, 09:00 to 17:00 hours, with a hybrid working arrangement involving three days spent at the office.

The salary is set at £50,000 per annum, in line with budget approvals and subject to payroll processing readiness before the start date.

The proposed employment commencement date is 13 April 2026, with a probation period of three months and a mid-point review at six weeks.

The offer is contingent upon successful completion of references, verification of right to work documentation and completion of the probationary period.

The employee will report to the Head of People with a dotted reporting line to Operations Manager Emily Harper.

Benefits include 25 days annual leave plus bank holidays, pension enrolment, discretionary training budget, and travel allowance for site visits.

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5. REASONS

The offer structure balances the requirement for operational continuity, fair remuneration and compliance with HRHeaven QA Sample Employer's policies.

Aligning the start date with project handover minimises disruption and facilitates effective induction arrangements.

The probation period and its review allow evaluation of performance and suitability for the role in a structured manner.

Inclusion of conditional offer elements reflects standard recruitment practice, safeguarding employment compliance and enabling a transparent process.

The benefits offered are consistent with the employer's standards for the People & Culture department and help support employee engagement and development.

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6. FOLLOW-UP ACTIONS

Sophie Reed is requested to confirm acceptance of this offer by signing and returning the offer letter via email or through the company portal by 02 April 2026.

She should also provide contact details for referees to enable reference checks to be completed promptly.

HR Business Partner Sophie Reed will oversee the onboarding process and coordinate with payroll and management to ensure a smooth start on 13 April.

Emily Harper will arrange the induction schedule, mindful of site visit timings and project handover requirements.

Payroll and HR administration are to verify that all employment conditions, including payment arrangements and eligibility to work status, are in place prior to the start date.

A follow-up review of onboarding progress and probation monitoring is scheduled for six weeks after the start date.

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7. AUDIT INFORMATION

This offer summary was finalised on 14 July 2026 and is based solely on facts provided by HRHeaven QA Sample Employer.

All details are subject to review and confirmation by the relevant internal owners prior to formal issue and employee filing.

Salary alignment with the approved budget and payroll readiness must be confirmed before sending the final offer letter.

Sophie Reed's verbal acceptance and queries have been duly noted and addressed in the offer terms.

This record and all associated documents will be retained confidentially within HR files in accordance with the Recruitment and Onboarding Policy v2.1 and data protection standards.