



VERO PRECISION ENGINEERING LTD

SOUTH MILL ROAD · REGENT'S PARK · SOUTHAMPTON

Telephone: 71061 (4 lines) · Telegrams: PRECISION, Southampton

OUR REF:

YOUR REF:

Vero Precision Engineering Ltd.

Southampton

Mr. Made Up

Made Up Road

Made Up City

Canada

Dear Mr. Made Up,

Following our recent discussions, we are delighted to offer you the position of *Position Title* with *Our Organization*. *Our Organization* is describe key highlights about your organization. If you join *Our Organization*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

However, in order for us to proceed with hiring you, you must provide proof of your legal status by [date 30 days in the future] or we will have to rescind the offer.

Title: *Position title*

Job description: *See attached*

Start date: *Start date, conditional on proof of status*

Salary: *Amount per year*

Probation: *Describe your organization's probationary policy*

Group benefits: *Succinctly describe your organization's group benefits plan, including when the new employee will be eligible*

Hours of work: *Describe the hours of work per week this position requires*

relationship: *Identify the position that this position will report to*

Vacation: *Explain your organization's vacation policy including how many days, how they are accumulated etc.*

~~CHAIRMAN: SIR A. VERDON-ROE, O. B. E., Hon. F. R. A. S., F. I. A. E. S.~~

DIRECTORS: G. VERDON-ROE, M. I. Prod. E., MANAGING, L. LEECH, M. I. Prod. E., R. VERDON-ROE, C. K. DOWMAN,
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