

PRIVATE AND CONFIDENTIAL

Jennifer Bowie

04 October 2021

Dear Jennifer,

RE: Offer of Employment for the role of General Sales Assistant - Temporary - 4 hrs per week at Matalan Darnley

Congratulations! Following on from our recent conversation, we're delighted to offer you the role of General Sales Assistant - Temporary - 4 hrs per week in our Darnley store here at Matalan.

The role is temporary and your contracted hours are {{Offer – Number of Hours}} per week. The hourly rate for your position is {{Offer – Salary}} per hour.

We would like you to start your employment with us to begin on {{Offer – Start date}} and will end on {{Offer - End date}}. On your first day, you'll complete an induction where we'll introduce you to the team and you'll start learning all about Matalan and begin your training.

As a General Sales Assistant - Temporary - 4 hrs per week at Matalan, you'll also be entitled to the following benefits in addition to your basic salary:

- 32 days holiday inclusive of bank holidays (Pro-rated based on your hours)
- A company pension scheme delivered under the auto enrolment guidelines
- 20% staff discount from the day you join
- Matalan Extras Scheme Our Family Extras (further details are included in your online offer pack)
- Matalan uniform

Please note that this offer is conditional on the Company receiving two satisfactory references. It is your responsibility to let your referees know that you've requested a reference from them and that they need to return the form as quickly as possible.

Your store will be in touch to arrange collection of your 'Welcome to the Matalan Family' booklet. This booklet has been designed to give you helpful information about Matalan and your store and includes details of some personal information for you to complete. This will help us to get you set up on our systems quickly.

Once again, I'd like to take the opportunity to congratulate you on being offered a role at Matalan and look forward to welcoming you to the Matalan family. If you have any further queries please do not hesitate to contact us.

Matalan