



Date: 11th July 2021

Sharonelle Da Silva
59 Hamlyn House,
Feltham
TW13 4GA

RE: Offer of Employment – Director of Events/Administrative Director

Dear Sharonelle,

We are pleased to offer you a full time position of director of event at Premier Flavour with a start date of 19th July 2021. You will be reporting directly to myself at our office. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to enhance the following roles. Sales & business development, event coordination & planning, financial & administrative duties & client relationships management.

The annual starting salary for this position is £35,000 to be paid on a monthly basis by bank transfer, starting on 1st August 2021.

In addition to this starting salary, we are offering you commission for every event booked and an additional £200.00 for every event run.

Your employment is on a contractual basis for a period of one year subject to renewal. There is a 30-day termination notice required should you wish to leave your employment with Premier Flavour. This letter is not a contract or guarantee of employment for a definite amount of time.

Please confirm your acceptance of this offer by signing and returning this letter by 14th July 2021.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Mr. Gurpreet Singh Ubhi
Director