



Talent Magnet Recruitment (Pty) Ltd  
Work & Co, 11th Floor, Touchstone House  
7 Bree Street  
Cape Town  
8001  
South Africa  
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[info@talentmagnet.co.za](mailto:info@talentmagnet.co.za)

## OFFER OF EMPLOYMENT

Dear **John**,

Further our earlier discussions I am writing to confirm that we would like to offer you permanent employment with Talent Magnet Recruitment (Pty) Ltd within the role of Software Developer starting on **13th of July 2018**.

Your employment will be subject to the following details:

<b>Start Date //</b>	13th of July 2018
<b>Probation period //</b>	3 Months
<b>Starting Salary //</b>	R20,000 TCTC p/m
<b>Payday //</b>	All remuneration will be paid no later than the 25th day of each month.
<b>Performance Review //</b>	Performance review are conducted bi-annually during June and December of each year.
<b>Working Hours //</b>	Monday to Friday: 8:30 to 17:00
<b>Reporting to //</b>	Tim Berners Lee
<b>Annual Leave //</b>	You will be entitled to 20 days annual leave
<b>Notice Period //</b>	This position is subject to a written notice period of one month from either party.

Other components of your employment conditions will be addressed by the Labour Relations Act, Basic Conditions of Employment Act as well as all other applicable legislation and other company policies that may be decided from time to time.

This offer is conditional on the favourable conclusion of a background screening process in terms of current policy. Should the company discover any information during the course of its investigation that, in the company's opinion, renders in inappropriate for the company to employ you, you will be notified accordingly and this offer shall immediately lapse and have no further force or effect.

Please note that this offer is valid until the **15th of July 2018**, at which point it shall expire and neither you or Talent Magnet Recruitment (Pty) Ltd shall have a claim against each other unless already accepted by you in writing. Please therefore inform us of your decision in this regard before then. If you decide to accept this offer, please complete the enclose **Acceptance of Offer** letter and return it to me.

On a personal note, we are looking forward to you joining the team. Should you have any questions, please do not hesitate to contact me.

**Yours sincerely,**

Martin Janse van Rensburg  
Director

*Note:* Please initial each page of the contract.

Initial:



## ACCEPTANCE OF CONTRACT

15th of July 2018

I, John Doe, herewith acknowledge that I have read and understood the Contract of Employment and I accept the position of Software Developer with Talent Magnet Recruitment (Pty) Ltd. subject to the conditions above.

I hereby also declare and warrant that all the information provided by me during the course of the recruitment process is true, accurate and complete. I understand that failure to disclose true, accurate and complete Information at the time of my recruitment, may, if subsequently discovered, constitute ground for termination of my contract of employment.

Signed on the 15th of June 2018 in Cape Town, South Africa

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John Doe

*Note:* Please initial each page of the contract.

*Witness*

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*Recruitment Agent/Witness*

Date: 15th of July 2018

*Note:* Please initial each page of the contract