

25 September 2024

Private and Confidential

[Name]
[Address]

Steel City House
West Street
Sheffield S1 2GQ

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british-business-bank.co.uk
@britishbbank

Dear (name)

Offer of Employment

Following your recent interview, I am very pleased to offer you a **Choose an item.** [xx month Fixed Term] position with British Business Bank plc ("BBB") as a **POSITION** on a salary of **££££ Choose an item..** Please note, the terms of this offer override anything said to you during your interview or any other discussions about your employment with the Company.

Benefits

In addition, you will be eligible to join **the Choose an item.** Full details will be available at joining.

BBB offers its employees the following benefits:

- Pension - The BBB pension scheme is a defined contribution pension scheme that will be based on your choice from the table below. Employee contributions will be made on a salary sacrifice basis.

Employee Contributions	Employer contributions
2%	8%
Or	
3%	15%

- Life Assurance - 4 x basic salary
- Long term illness income protection
- Healthcare Cash Plan (optional) - full details will be given upon joining

Conditions of offer

Your employment with BBB will be on the terms set out in the enclosed terms and conditions of employment. [Your employment will be subject to your satisfactory completion of a six-month probationary period.]

This offer is subject to each of the following conditions:

- a) Successful completion of BBB's background checks (including a basic Disclosure and Baring Service, pre-placement health screening, financial records and online presence checks).
- b) BBB receiving references from former employers (one of which must be from your current employer) covering a period of 5 years which it considers satisfactory. We will not take up the references until you have accepted the offer and given your consent.
- c) You evidencing your legal entitlement to work in the UK. This may be by providing your British passport or if you do not hold a British passport, your passport and other relevant visa document which gives you the right to work in the UK. BBB will need to see one or more additional documents as set out in the Home Office right to work guidance. You should contact Human Resources to find out which documents you will need to provide. If you accept this offer of employment, please note that you also need to inform us immediately if at any time your right to work in the UK changes.
- d) BBB receiving evidence of the highest level of relevant qualifications detailed in your CV or application.
- e) You warranting that you are free from any restrictive covenants that impact your pending employment with BBB.
- f) Your signing, dating and returning to me, duly completed, the attached version of this letter by no later than **[insert date]**.

If on 1 months' notice or requiring international checks

We would advise you not to resign from your current job until you have had confirmation from BBB that these conditions have been satisfied. This offer will be withdrawn if any of the above conditions are not satisfied.

OR

If on longer notice period and/or not requiring international checks

As discussed, you may decide to resign from your current job prior to all checks being completed due to the length of your notice period. Please note that this offer will be withdrawn if any of the above conditions are not satisfied.

The company reserves the right to carry out further background checks during your employment.

I very much hope that you will accept this offer of employment. If you wish to do so, please sign a copy of this letter and return it to me. This offer is open for you to accept until **DATE**, at which time it will be deemed to be withdrawn. If you do accept this offer, we would like you to start as soon as possible following completion of screening, and I would be grateful if you would advise me of a likely start date.

If you have any questions, please do not hesitate to contact recruitment@british-business-bank.co.uk.

I look forward to hearing from you.

Yours sincerely

Name
Job Title

ACCEPTANCE OF OFFER OF APPOINTMENT

I, **[Name]**, accept British Business Bank's offer of employment in the role of a **[Job Title]**, as set out in this letter.

I declare that the information that I have given is correct. I understand that providing misleading or false information or failing to disclose relevant information may disqualify me from the appointment, or if appointed, may result in my dismissal.

I hereby authorise the British Business Bank, to contact the referees provided, to obtain any relevant information concerning my previous employment and to check the details I have supplied with an external service provider. This authorisation will include, but is not limited to, verification of my right to work in the UK, verification of my highest relevant educational qualifications, online presence and accessing any publicly available personal credit information. I understand this information will be obtained for the purpose of and considered in assessing my suitability for employment.

I understand that British Business Bank will process my personal data in accordance with the Company's Employee Data Privacy Notice, a copy of which has been provided to me.

I warrant that I am free from any restrictive covenants that may impact on my pending employment with BBB.

Signature

Date