Sharman Ferguson

St Andrews Close

Timsbury

Romsey

SO51 0NA

October 2017

**Re: New working hours**

Dear Sharman,

Please find this letter to confirm the key points discussed at our meeting;

* Your regular working days will be Monday and Wednesday each week
* Your regular working hours will be 9:00am – 1:00pm (4 hours per day)
* As discussed the above days/hours are flexible to meet both parties needs
* No employment contract in place to provide you and us with the flexibility required
* Therefore you will only be paid for the hours you work
* Any holidays required would need to be discussed prior to booking

Kind Regards,

Robin Woodward

James Lavelle