

Maxxima
Zetland House
5-25 Scrutton Street
London
EC2A 4HJ

Raquel Lopes
R.do Alecrim
nº22
4ºDRT Rinchoa
2635-268 Rio de Mouro
Portugal

Date: 23 October 2019

Dear Raquel,

I am pleased to confirm the following details of your assignment with Maxxima:

Place of work: Manchester Royal Infirmary, Manchester, Oxford Road, M13 9WL
Department: Cytology
Telephone: 01612765119
Reporting to: Richard Lambert
Job Title: Medical Laboratory Assistant

Start Date: 28 October 2019
End Date: Ongoing
Working Hours: Mon-Fri 09:00-17:30
Total Weekly Hours: 37.5

Payment method: PAYE via TempRe
Total hourly rate: £9.23

Accommodation: If arranged for you, the hospital will invoice you directly for this service.

A timesheet has been sent for your use to be completed on a weekly basis. For more information on Maxxima timesheets please visit our website: maxximagroup.com/timesheets

To ensure you are paid on time please submit your full and complete timesheet by 5pm on Monday. This can be submitted via fax on 0207 526 2186 or emailed to timesheets@maxximagroup.com

Congratulations on your new assignment and if there is anything further you need please do not hesitate to contact us.

Yours Sincerely

Matt Halls
Recruitment Consultant