

Welcome to Tennial Personnel and thank you for registering with us today.

From this point forward we will actively seek employment for you. As soon as a job becomes available, we will get in contact and all we would ask for is your reliability and honesty - if the job does not appeal to you, please let us know immediately and we will endeavour to find an alternative.

As a valued member of our staff you will be entitled to holiday pay (which will build up to 28 days (including Bank Holidays) dependant on the amount of days you have worked throughout the year) **please note the holiday year runs from week 1 to week 52 – the week numbers are highlighted on your payslips .**

We will pay you for your work one week in arrears (e.g. you start work on Monday of week 1, you will be paid for this on Friday of week 2).

We will send all your payslips to your email address and your postcode will be required to open your payslip (postcode all in capitals)

Please visit our website [www.tennialpersonnel.com](http://www.tennialpersonnel.com) where further information is available to you about us and the forms you have completed today.

Should you have any further questions we are available on the following numbers;

**OFFICE: 01473 565 292**

**SYLVIA: 07467 654026     DIANA: 07464 113691**

**LAVINIA: 07920 571111     DENNIS: 07825 008662**

We look forward to a long working relationship with you.

