L A R C H C O M B E

HOUSEHOLD STAFF FOR PRIVATE RESIDENCES SINCE 1961

1824 Tarrant Place West
Seattle, Washington 98119
Telephone (206) 014-6182
office@larchcombe.com

SPECIMEN · PERSONAL DETAILS REMOVED

April 22, 2024

By hand
[redacted]

Dear [redacted]

Your placement: Housekeeper, live-in, with household account [redacted]

I am delighted to confirm your placement as housekeeper with the household of account [redacted] beginning on Monday, May 6, 2024, following your trial day on April 18. Your consultant is Caroline Rendle.

Your salary is [redacted] a year, paid monthly by the household, which is your employer. Your hours are from 8 a.m. to 5 p.m., Monday to Friday, with an hour for lunch, and you will live in the [redacted] which is provided with the position. Calls outside your hours are rare in this household; any you receive are recorded in the Register and paid as your agreement provides.

I enclose two copies each of your employment agreement and your confidentiality agreement with the household, which you will sign together on your first morning, and the Residence Code, fourth edition, which please read and sign at your Residence Code session on May 7. The confidentiality agreement has a term of twenty years from the end of your placement; if anything in it is unclear, please ask me before you sign.

The house manager will meet you at the gate at 7:45 a.m. on May 6, give you your keys and codes, and take you through the household's own arrangements. This household holds staff telephones during duty hours, under section 6 of the Code; the house manager will give your family a number at which you can always be reached.

The Register

From this month you can see your placement, your agreements and our notices in the Register, from the link at the top of every page of our website. Your Register number is [redacted] and your first passphrase is [redacted]31. Please change it the first time you sign in.

We will call you at thirty days and at ninety. If you need us before then, at any hour, the duty line is (206) 014-6182.

With every good wish for your placement,

Caroline Rendle
Managing Director

Enclosures: employment agreement (2); confidentiality agreement (2); the Residence Code, fourth edition (2022).