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Architecture
Interior Design
Planning
Planning Supervision
Energy Consultation

Betty Nigianni,
32 North Station Road,
Colchester,
Essex.
CO1 1SE

8th July 1999

Dear Betty,

Thank you for coming to see us and showing us your work.

We would like to offer you a job as architectural assistant although we are uncertain of the extent to which your Greek training prepares you for the practice of architecture in the UK. Therefore our offer would be for an initial period of three months, during which we would expect you to develop your CAD and technical skills so that at the end of the period we could review the situation with a view to offering you longer term employment.

Payment would be at the rate of £ 12,000 per annum before deduction of tax and social security payments. This is the rate recommended by the Royal Institute of British Architects for a year out student and would be reviewed at the end of the three month period.

We are very busy at the moment and are able to offer plenty of scope for you to develop your experience.

If these terms would be acceptable to you please give John or myself a ring.

Yours sincerely,

Ben Downie.

Ben Downie
Inkpen Downie Architecture and Design.