



## Postmaster Onboarding

Postmaster Onboarding  
Post Office Limited  
Atria  
Spa Road  
Bolton  
BL1 4AG

Private & Confidential

«Proposed\_New\_Operator\_Salutation» «Proposed\_New\_Operator\_First\_Name»  
«Proposed\_New\_Operator\_Last\_Name»  
«Full\_company\_name\_of\_operator\_Name\_of\_P»  
«New\_Operator\_Mailing\_Address\_Line\_1»  
«New\_Operator\_Mailing\_Address\_Line\_2»  
«New\_Operator\_Mailing\_Address\_Line\_3»  
«New\_Operator\_Mailing\_Address\_Line\_4»  
«New\_Operator\_Mailing\_Address\_Line\_5»  
«New\_Operator\_Mailing\_Address\_Postcode»

Date: 09 August 2024

Subject to agreement

Dear «Proposed\_New\_Operator\_Salutation» «Proposed\_New\_Operator\_Last\_Name»

Post Office Limited «Branch\_Name\_» Main Branch at «Branch\_Address\_1»,  
«Branch\_Address\_2», «Branch\_Address\_3», «Branch\_Address\_4», «Branch\_Address\_5»,  
«Branch\_Post\_Code».

I am delighted to confirm that you have successfully completed the postmaster onboarding application for the Main Post Office branch at the above premises. Any references in this letter or the enclosed pack to 'you' or 'your' are intended to refer to the person, partnership or company to whom this letter is addressed that would operate the branch and any references to 'we', 'us' or 'our' are intended to refer to Post Office Limited.

There are [two/three] next steps outlined below:

- Signature by you and Post Office Limited, on a conditional basis, of the agreement documents (these are contained in the pack enclosed with this letter).
- Secured valid property interest in the premises.
- Confirmation that the existing postmaster has given conditional notice to leave from this branch. The existing postmaster giving us conditional notice of resignation from the postmaster agreements for the existing branch. [Remove if not existing/left]

Enclosed with this letter is a pack with the documents needed to achieve the first of these steps.

Full instructions on what to do with the documents are included within the Summary of Enclosure. Please make sure you read the information carefully. We advise you take independent legal advice before signing the relevant documents and returning them to us.

If you have any questions at all about this letter or the pack, please don't hesitate to contact the Postmaster Onboarding team on **GRO** or contact via email at postmaster.onboarding@**GRO**

Yours sincerely

**Name**

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