

[Print on one side of A4 paper or insert Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

I am writing in reference to the conversation I had with you [and your representative] on <<date>> to confirm our offer of a new role. As discussed, we believe that this role is suitable for you.

The position we currently have available involves <<state main job duties>>. A job description is attached for your reference.

You will continue to be employed at <<state current employer>> at << >>

Your revised salary will be £ <<state salary>> payable << >>. [The nature of your employment is such that you <<state frequency>> bonus payments << >>.]

This offer will take effect immediately on the termination of your current contract of employment.

[As this new role is different from your current role, if you accept it, be entitled to a statutory trial period of <<four weeks>>. If you find that the job is unsuitable for you during this period, either you or the Company may terminate the employment, having been dismissed by you or the Company. In these circumstances, you will retain your right to a statutory redundancy payment.]

The other terms and conditions of employment are set out in your existing terms and conditions of employment. Please sign a copy of this letter as your confirmation that you agree with the new terms of employment.

If you have any questions concerning this offer, please let me know as soon as possible.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company>>

I accept the employment terms set out in the attached document >>.

Signed: .....

<<Full Name of Employee>>

Dated: .....

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