

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Employee's Name>> "Company") of appointment as a << >> on a compressed hours basis as discussed in the letter of appointment and the other terms of our discussions.

This offer is subject to the Company receiving satisfactory reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the references are received and that we are free to write to them.

Your employment shall be subject to a probationary period of << >> months during which your performance and conduct will be monitored.

This offer is also subject to you providing evidence to the Company proving your legal right to work in the UK. On appointment you should bring your passport (and other documentation, if necessary) and we will retain copies of these documents for our records.

You will initially be employed at the << >> location.

Your salary will be paid in twelve equal instalments per annum of << >>. Your salary shall be payable monthly in arrears. [\[Your employment is subject to the Company's standard terms and conditions of employment.\]](#)

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. We will provide both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment, where indicated, to confirm that you understand and agree to the terms and conditions.

Please keep one signed copy of this Offer Letter and one signed copy of the Terms and Conditions of Employment and one signed copy of the letter of appointment.

copy of this Offer Letter for your records. Please return a signed copy of each document to us as soon as possible.

When writing, please could you let us know the date on which you are free to commence employment with us. We understand that you may have other commitments. At the same time, please advise us of any medical conditions or other matters of which we should be aware.

If you have any questions concerning this Offer Letter please let us know as soon as possible and we will do all we can to assist you.

We look forward to your reply and to welcoming you to the Company.

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

Signed:
<<Full Name of Employee>>

Dated:

Encl.

S

A

M

P

L

E