

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Company Name>> Company”) of appointment as a << >> and to confirm the principal terms of your appointment.

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 were obtained that we may 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 relevant documentation, if necessary) and your photographs for our records.

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

Your commencing salary will be £<< >> per annum <<eg.monthly in arrears by credit transfer>>. [\[Your contract bonus payments.\]](#)

The other terms and conditions of your 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.

Please sign and date both copies of the enclosed Terms and Conditions of Employment with your name and that you understand and accept the terms and conditions. Please return one copy of the Terms and Conditions of Employment and one signed copy of the Offer Letter for your reference and return one

signed copy of each document to

When writing, please could you state which you are free to commence employment with us. We understand that you may be offered other opportunities.

At the same time, please advise us of any medical conditions, allergies, disabilities etc of which we should be aware.

If you have any questions concerning this offer 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 the offer letter and the enclosed Terms and Conditions of Employment.

Signed:
<<Full Name of Employee>>

Dated:

Encl.

S

A

M

P

L

E