

S

terhead]

<<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 the offer.

This offer is subject to the Company's references and << >> character reference(s) which are deemed to be satisfactory. We request you to confirm the names and addresses of the referees from whom the references were obtained 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 acceptance of the offer you should bring your passport (and other relevant documentation, if necessary) and copies of these documents for our records.

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

This appointment is for a fixed term of << >> << >> until << >>.]

OR

[from << >> until << specify project end date>>]

OR

[from << >> and continue until << specify date>> or until << employee>> returns to work after his/her << specify reason for leave>> period of <<specify reason for leave>>.]

During the fixed term either party may terminate the contract on giving not less than << >> weeks' notice.

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P

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Your commencing salary will be £<<annum>> payable <<eg. monthly in arrears by credit transfer>>. [Your <<contract bonus payments.>>]

A

The other terms and conditions of <<contract>> 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.

M

Please sign and date both copies of the enclosed Terms and Conditions of Employment with <<your name>> to show that you understand and accept the terms and conditions. Please sign the Terms and Conditions of Employment and one signed copy for your reference and return one signed copy of each document to <<HR>>.

P

When writing, please could you <<state your start date>> which you are free to commence employment with us. We understand <<your start date as above>>. At the same time, please advise us of any medical conditions or disabilities of which we should be aware.

L

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

E

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

Yours sincerely

<<Name>>

<<Title>>

I understand that this is a fixed term <<contract>> of <<duration>> months in accordance with the employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

Signed:
<<Full Name of Employee>>

Dated:

Encl.