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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Company Name>> "the Company") of appointment as a <<job title>> on a job share basis, in accordance with the principal terms of our discussions.

This offer is subject to the Company's references and << >> character reference(s) which are deemed to be satisfactory. We would like 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 appointment 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.

You will be working << >> hours/week on the following basis: << >>.

Your salary will be calculated on a pro-rata basis according to the number of hours that you are working per << >> based on a total of << >> hours per week. Your working hours are << >>% of full time hours. Your working hours are equal to << >> hours per week. Your commencing salary will be £<< >> gross per <<eg. annum >> payable << >> times per year by credit transfer>>.

Your pro rated holiday entitlement is << >> days per annum.

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The other terms and conditions of Employment, two copies of which along with this Offer Letter, will be provided to you. Please retain both copies of this Offer Letter and the enclosed Terms and Conditions of Employment where indicated, to evidence your acceptance of the terms and conditions.

... in your Terms and Conditions of Employment, ... Please sign and date the enclosed Terms and Conditions of Employment where indicated, to evidence your stand and accept the terms and conditions.

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Please keep one signed copy of this Offer Letter for your records and return the other signed copy of each document to us as soon as possible.

... of Employment and one signed copy of each document to us as soon as possible.

When writing, please could you advise us of any medical conditions which you are free to commence employment with us. We understand that you may have medical conditions of which we should be aware.

... which you are free to commence employment with us. We understand that you may have medical conditions 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 help you.

... er please let us know as soon as possible and we will do all we can to help you.

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

... g you to the Company.

Yours sincerely

<<Name>>

<<Title>>

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

... ter and the enclosed Terms and Conditions of Employment.

Signed:

<<Full Name of Employee>>

Dated:

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Encl.

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