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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 proposed 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 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 this 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.

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 work. The full time salary for this position is << >> per << >> based on a total of << >> << >> hours per week. Your working hours will be << >>% of full time hours. Your commencing salary will be £<< >> per annum >> payable <<eg. monthly in arrears by credit transfer>>.

Your pro rated holiday entitlement will be << >> days per annum.

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The other terms and conditions of 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 signature and date, and return one signed copy of each document to us for your reference, and return one signed copy of each document to us.

When writing, please could you confirm that you understand and accept the terms and conditions. Please advise us of any medical conditions, allergies or other health issues that you should be aware of.

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 your Offer Letter and the enclosed Terms and Conditions of Employment.

Signed: .....  
<<Full Name of Employee>>

Dated: .....

Encl.

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