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ead]

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

<<Date>>

Dear << >>,

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We would like to confirm the offer (<<Company Name>> Company”) of appointment as a << >> on a shift work basis and to confirm the details of our discussions.

This offer is subject to the Company reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the reference(s) were obtained and that we may write to them.

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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 presenting 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.

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

Your salary will vary depending on the shift pattern you are working at any given time. Rates pay for the shift patterns are as follows:

<<set out rates of pay>>

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Your salary shall be payable <<by bank credit transfer>>. [The nature of your employment is such that you may be eligible for commission / 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.

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Please sign and date both copies of the enclosed Terms and Conditions of Employment with us to confirm that you understand and accept the terms and conditions. Please sign both copies of the Terms and Conditions of Employment and one signed copy for your reference and return one signed copy of each document to us. When writing, please could you confirm the date on which you are starting employment with us. We understand this date to be << >>.

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

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

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms and conditions of the offer and the enclosed Terms and Conditions of Employment.

Signed:
<<Full Name of Employee>>

Dated:

Encl.

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