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

<<Date>>

Dear << >>,

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We would like to confirm the offer (<<Company Name>> Company”) of an appointment as a << >> on an annualised hours basis on the principal terms 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 references were taken and that we are free to 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 the day of your start you should bring your passport (and other relevant documentation, if necessary) and a recent photograph for our records.

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

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

Your salary shall be £<< >> per annum based on an hourly rate of £<< >> per hour. Your salary will be based on the actual number of hours worked, based on << >> hours per week. If you work less than << >> annualised hours, an adjustment will be made to your salary. This is set out in your Contract of Employment, a copy of which is attached. [Your employment does not attract bonus payments.](#)

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The other terms and conditions of your employment are set out in your Terms and Conditions of Employment.

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Employment. The Terms and Co
form your contract of employment
both copies of the enclosed Te
confirm that you understand and
copy of the Terms and Conditions
for your reference, and return one

When writing, please could you
employment with us. We understa
us of any medical conditions, aller

If you have any questions concer
possible and we will do all we can

We look forward to your reply and

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms
Conditions of Employment.

Signed:
<<Full Name of Em

Dated:

Encl.

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, along with this Offer Letter, will
both copies of this Offer Letter and
Employment where indicated, to
conditions. Please keep one signed
the signed copy of this Offer Letter
ument to us as soon as possible.

which you are free to commence
. At the same time, please advise
we should be aware.

er please let us know as soon as
ered.

ng you to the Company.

ter and the enclosed Terms and