

[Print on Employer's Letterhead or on Company Name and Address]

<<Name>>
<<Title>>
<<Company Name>>
<<Company Address>>
<<Company Address>>
<<Postcode>>

<<Date>>

Dear << >>,

We would like to confirm the offer of appointment (on behalf of the Company") of appointment as a <<job title>> and to confirm the proposed terms and conditions of employment.

This offer is subject to the Company receiving satisfactory references (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 your providing evidence to the Company proving your legal right to work in the UK. On commencement of employment 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 of << >>.

Your commencing salary will be £<< >>>> gross per hour payable in arrears by credit transfer>>. [Your salary will be in accordance with the National Minimum Wage for appropriate age group >>>> gross per hour payable in arrears by credit transfer>>. [Your Employment does not attract bonus](#) until the event that you reach your 18th birthday whilst still in the Company. Your hourly rate of pay will increase as detailed in your Terms and Conditions of Employment, a copy of which is enclosed.

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

S A M P L E

form your contract of employment.

Please sign and date both copies of the enclosed Terms and Conditions of Employment with us so that you understand and accept the same. Please keep one signed copy of this Offer Letter and return one signed copy of each document to us as soon as possible.

When writing, please could you let us know the date on which you are free to commence employment with us. We understand that you may have any medical conditions which you should advise us of which we 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 help you.

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

Yours sincerely,

<<Name and Title>>

For and on behalf of <<Company Name>>

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

Signed:
<<Full Name of Employee>>

Dated:

Encl.

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