

<<Company Name>>
[Head]

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Company Name>>") of appointment as a << >> on a home worker basis and to confirm the 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 reference is obtained that we may 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 presentation to the Company proving your legal right to work in the UK. On the day of your appointment, you should bring your passport (and other documentation, if necessary) to the Company's office. Copies will be taken of these documents for our records.

Your place of work will initially be at

Your commencing salary will be £<< >> per annum >> payable <<eg. monthly in arrears by credit transfer>>. [\[You will also be eligible to attract bonus payments.\]](#)

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.

Please sign and date both copies of the enclosed Terms and Conditions of Employment with your full name and address so that you understand and accept the terms and conditions of your employment.

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the terms and conditions. Please
Employment and one signed copy
signed copy of each document to

When writing, please could you
employment with us. We unders
advise us of any medical condition

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

We look forward to your reply and

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms s
Conditions of Employment.

Signed:
<<Full Name of Em

Dated:

Encl:

of the Terms and Conditions of
for your reference and return one

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

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