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ead]

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<< >> (job title) on a term time employment) of an appointment as a << >> confirm the principal terms of our discussions.

Company”) of an appointment as a  
confirm the principal terms of our

This offer is subject to the Company reference(s) which are deemed to be of the referees from whom the references were taken and that we are free to write to them.

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reference(s) and << >> character  
confirm the names and addresses  
and that we are free to write to

[Your employment shall be subject to a probationary period of << >> months during which your performance and conduct will be monitored.]

ary period of << >> months during

This offer is also subject to you providing evidence of 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 we will retain copies of these documents for our records.

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ents to the Company proving your  
ould bring your passport (and other  
taken of these documents for our

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

< >>.

Your salary shall be paid <<month>>ly in arrears on the << >> day of each month. Your salary is paid in twelve equal instalments throughout the year, irrespective of the length of the month.

<< >> day of each month. Your  
pective of the length of the month.

[Your employment does not attract any notice period.]

The other terms and conditions of your employment are set out in your Terms and Conditions of Employment, two copies of which we have enclosed. You should sign and date both copies of this Offer Letter and both copies of the Terms and Conditions of Employment where indicated to confirm that you understand and accept the terms and conditions. Please keep

t in your Terms and Conditions of  
sign and date both copies of this  
Conditions of Employment where  
terms and conditions. Please keep

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one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference and as soon as possible. The Terms and Conditions will form your contract of employment which you are free to commence >>.

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At the same time, please be sure to disclose any medical conditions, allergies, disabilities etc of which we should be aware.

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If you have any questions concerning this Offer Letter please let us know as soon as possible and we will do all we can to assist you.

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

ng you to the Company.

Yours sincerely

<<Name>>

<<Title>>

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

ter and the enclosed Terms and Conditions of Employment.

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

Dated: .....

Encl.

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