

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<< >> "Company") of appointment as a << >> on a night 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 taken 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 you presenting to the Company proving your legal right to work in the UK. On appointment you should bring your passport (and other documentation, if necessary) and have copies taken of these documents for our records.

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

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

Your salary will be paid at the rate of << >> gross per hour. Your salary shall be payable on the following basis: << >> [employment does not attract bonus or commission payments.](#)

The other terms and conditions of 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 this Offer Letter and return both copies of the enclosed Terms and Conditions of Employment.

and Conditions of Employment with us that you understand and accept the terms and conditions. Please sign a copy 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 state which you are free to commence employment with us. We understand that you are free to commence employment with us.

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 set out in the offer letter and the enclosed Terms and Conditions of Employment.

Signed:
<<Full Name of Employee>>

Dated:

Encl.

S

A

M

P

L

E