

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

<<Date>>

Dear <<Employee's Name>>,

We would like to confirm the offer of an appointment as a <<Apprentice>> of <<Company Name>> ("the Company") of <<time basis>> and to confirm the principal terms of our discussions.

This offer is subject to the Company <<Number>> job reference(s) and <<Enter Number>> character reference(s) deemed to be satisfactory. Please confirm the names and addresses from the references can be taken, and that we may write to them.

This offer is also subject to you providing evidence to the Company proving your legal right to work in the UK. On receipt of these documents, we will retain copies of these documents for our records.

You will initially be employed at <<Address>> and your term of employment will run from <<Start Date>> to <<End Date>>.

You will be working <<Number of hours>> hours per week on the following basis: <<Insert Details>>.

The <<full time>> salary for this position is <<Salary>> gross per <<E.g. Annum>> based on a total of <<Insert Number of weeks>> per week. <<Your working hours are equal to <<Insert Percentage>>% of the full time salary.>>

Your commencing salary will be <<Salary>> gross per <<E.g. Annum>> payable <<E.g. Monthly In Arrears By Credit Transfer>>.

The other terms and conditions are set out in your Apprenticeship Agreement. One copy is for your records and one should be signed by you [and your parent or guardian] and returned as soon as possible to indicate your understanding and acceptance of the terms.

When writing, please could you let us know the date on which you are free to commence employment with us. This we understand as the start Date>>. At the same time, please advise us of any medical conditions or other matters etc. of which we should be aware.

If you have any questions concerning the offer of an apprenticeship please let us know as soon as possible and we will ensure they are answered.

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 Apprentice>>

[Signed: .....]

<<Full Name of Parent or Guardian>>

Dated: .....

Encl.

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