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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Company Name>> "the Company") of appointment as a <<job title>> and to confirm the pre-employment checks and references.

This offer is subject to the Company receiving satisfactory character reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the references have been taken, and that we may write to them.

This offer is also subject to your providing evidence to the Company proving your legal right to work in the UK. On commencement you should bring your passport (and other relevant documentation, if necessary) and copies of these documents for our records.

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

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

Your commencing salary will be £<< salary >> per annum payable <<eg. monthly in arrears by credit transfer>>. [Tips and gratuities is [as follows] [set out in the attached document].

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 the same date as that you understand and accept.

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

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

When writing, please could you
employment with us. We understand

which you are free to commence

At the same time, please advise
which we should be aware.

itions, allergies, disabilities etc. of

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

er please let us know as soon as
ered.

We look forward to your reply and

ng you to the Company.

Yours sincerely

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<<Name>>

<<Title>>

I accept the employment terms
Conditions of Employment.

ter and the enclosed Terms and

Signed:

<<Full Name of Em

Dated:

Encl.

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