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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Job Title>> of the Company") of appointment as a <<job title>> and to confirm the position of <<job title>> 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 and that we may write to them.

This offer is also subject to your presentation to the Company proving your legal right to work in the UK. On the day of appointment you should bring your passport (and other documentation, if necessary) and have 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 << Job Title >> at << >>.

Your commencing salary will be £<< Salary >> annum>> payable <<eg. monthly in arrears by credit transfer>>.

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 the enclosed Terms and Conditions of Employment with your name and that you understand and accept the terms and conditions. Please return both copies of the Terms and Conditions of

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Employment and one signed copy for your reference and return one signed copy of each document to:

When writing, please could you state which you are free to commence employment with us. We understand that you are free to accept other offers.

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 this 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 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.

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