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

<<Date>>

Dear << >>,

We would like to confirm the offer (<< >> Company”) of an appointment as a << >> and to confirm the principal duties of the position.

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 obtained and that we are free to 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 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.

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

Your commencing salary will be £<< >> per annum >> payable <<i.e. monthly in arrears by credit transfer>>. [Your offer also includes << >> contract bonus payments.]

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 your name and that you understand and accept the terms and conditions. Please return one copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference, and return one

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signed copy of each document to

When writing, please could you  
employment with us. We understand  
us of any medical conditions, aller

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

We look forward to your reply and

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms s  
Conditions of Employment.

Signed: .....

<<Full Name of Em

Dated: .....

Encl.

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which you are free to commence  
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which we should be aware.

er please let us know as soon as  
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ter and the enclosed Terms and