

[Print on Employer's Letterhead]

[Company Name and Address]

Private and Confidential

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

We would like to confirm the offer (<< >> "Company") of an appointment as a << >> (job title) 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 is taken and that we are free to write to them.

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

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

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

The other terms and conditions of employment are set out in your Terms and Conditions of Employment, two copies of which you must sign and date both copies of this Offer Letter and both copies of the Terms and Conditions of Employment where indicated to confirm that you understand and accept the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference and return the other signed copy of each document to us as soon as possible. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. Please confirm the date on

which you are free to commence  
>>.

We understand this date to be <<

At the same time, please be sure to  
etc. of which we should be aware.

al conditions, allergies, disabilities

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

g you to the Company.

Yours sincerely,

<<Name>>

<<Title>>

I accept the employment terms s  
Conditions of Employment.

ter and the enclosed Terms and

Signed: .....  
<<Full Name of Em

Dated: .....

Encl.