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ead]

<<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 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 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 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 << >>.

Your commencing salary will be £<< >>.annum >> payable <<i.e.monthly in arrears by credit transfer>>. [Your salary will not attract bonus or commission payments.] [You are eligible to join the Company pension scheme, details of which are attached.]

[You are entitled to the following: [pension, health insurance].

The other terms and conditions of employment are set out in your Terms and Conditions of Employment, two copies of which are attached. You should sign and date both copies of this

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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 for the Company. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. We understand this date to be << >>.

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 for the Company. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. We understand this date to be << >>.

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At the same time, please be sure to disclose any medical conditions, allergies, disabilities of which we should be aware.

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If you have any questions concerning this Offer Letter please let us know as soon as possible and we will do all we can to assist you.

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We look forward to your reply and to welcoming you to the Company.

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Yours sincerely

<<Name>>

<<Title>>

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I accept the employment terms set out in the Offer Letter and the enclosed Terms and Conditions of Employment.

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Signed: .....  
<<Full Name of Employee>>

Dated: .....

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Encl.

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