

<<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 references were taken and that we are free to write to them.

This offer is also subject to you presenting to the Company proving your legal right to work in the UK. On the day of your appointment you should bring your passport (and other documentation, if necessary) and we will take copies of these documents for our records.

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

Your commencing salary will be £<< >> per annum>> payable <<i.e. monthly in arrears>>. [The nature of your employment is such that you are entitled to receive commission / bonus payments in accordance with the attached schedule).] [Your employment does not attract commission payments.]

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

[You are entitled to [the use of a company car] which are contained in the Company Car Policy] [to receive a car allowance of << >> per month gross which is payable with your salary]. This is a taxable benefit.

The other terms and conditions of your employment are set out in your Terms and Conditions of Employment, two copies of which you will receive. 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 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 to provide a 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 employment. We understand this date to be << >>.

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

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.

We look forward to your reply and to 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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