

[On Company Letterhead]

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Employee's Name>> of the Company") of appointment as a <<job title>> and to confirm the provisions.

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 that we may 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 your proof of legal right to work in the UK. On appointment you should bring your passport (and other documentation, if necessary) and have copies taken of these documents for our records.

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

Your commencing salary will be £<< >> annum>> payable <<eg. monthly in arrears by credit transfer>>. [This offer of employment is such that you are entitled to receive commission / bonus payments in accordance with the attached plan/schedule attached).] [Your Employment does not include commission / bonus payments.]

You are entitled to [STATE BENEFITS] [including health insurance] and/or the use of a company car, details of which are set out in the Company Car Policy [to receive a car allowance in the sum of £<< >> per month payable with your salary].

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The other terms and conditions of Employment. Please sign and date the enclosed Terms and Conditions to understand and accept the terms and Conditions of Employment and return one signed copy of the form to us as soon as possible. When writing, please could you confirm the date you wish to commence employment with us. We understand this date to be <<

At the same time, please advise us of any medical conditions, allergies, disabilities 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.

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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