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ead]

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

<<Date>>

Dear << >>,

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We would like to confirm the offer of appointment as a <<job title>> and to confirm the principal duties of the position.

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This offer is subject to the Company receiving satisfactory reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the references have been taken, and 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.

P

This offer is also subject to your 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 <<eg. monthly >> in arrears by credit transfer>>. [This offer is such that you are entitled to receive commission / bonus payments with the attached plan/schedule (if applicable).] [Your Employment does not include commission / bonus payments.]

L

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

E

The other terms and conditions of your employment are set out in your Terms and Conditions of Employment. Please sign and date this offer letter and both copies of the offer letter.

enclosed Terms and Conditions
understand and accept the terms
and Conditions of Employment a
and return one signed copy of each

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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as indicated, to confirm that you
keep one signed copy of the Terms
this Offer Letter for your reference
as possible.

which you are free to commence
>. At the same time, please advise
we should be aware.

er please let us know as soon as
ered.

ng you to the Company.

ter and the enclosed Terms and