

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<offer letter>> or "Offer Letter") of appointment as a <<job title>> and to confirm the principal terms and conditions of your employment.

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 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 appointment you should bring your passport (and other documentation, if necessary) and we will retain 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 <<location>> << >>.

Your commencing salary will be £<<commencing salary>> per annum>> payable <<eg. monthly in arrears by credit transfer>>. The basis of payment is such that you are entitled to receive [commission][bonus] payable in accordance with the attached plan/schedule (attached).

You are entitled to [Set out the benefits provided by the Company, including but not limited to, private medical insurance, private dental insurance, private 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 annum payable with your salary.]

The other terms and conditions of Employment. Please sign and date the enclosed Terms and Conditions of Employment and return one signed copy of the enclosed Terms and Conditions of Employment 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 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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Encl.

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