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head]

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

<<Date>>

Dear << >>,

A

We would like to confirm the offer (<<Company">) of appointment as a <<
>> and to confirm the principal terms of the offer.

M

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 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.]

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This offer is also subject to you providing evidence 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 copies of these documents for our
records.

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

L

Your commencing salary will be £<< >> annum >> payable <<eg. monthly
in arrears by credit transfer>>. [Your employment may also attract bonus payments.]

The other terms and conditions of employment are set out in your Terms and Conditions of
Employment. The Terms and Conditions of Employment, along with this Offer Letter, will
form your contract of employment.

E

Please sign and date both copies of the enclosed Terms and Conditions of Employment with
the terms and conditions. Please return both copies of the Terms and Conditions of
Employment and one signed copy of this Offer Letter for your reference, and return one

signed copy of each document to

When writing, please could you state which you are free to commence employment with us. We understand that you may be offered other opportunities.

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