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

<<Date>>

Dear << >>,

We would like to confirm the offer >> (job title) and to confirm the pri

This offer is subject to the Compa reference(s) which are deemed to of the referees from whom the refe

Your employment shall be subjec which your performance and cond

This offer is also subject to you p legal right to work in the UK. On documentation, if necessary) and records.

You will initially be employed at th

Your commencing salary will be £ in arrears by credit transfer>>. [Yo

The other terms and conditions o Employment. The Terms and Co form your contract of employment.

Please sign and date both copies and Conditions of Employment w the terms and conditions. Pleas Employment and one signed cop



ead]

company") of appointment as a << ssions.

eference(s) and << >> character confirm the names and addresses d that we may write to them.

y period of << >> months during

ents to the Company proving your Id bring your passport (and other aken of these documents for our

< >>.

annum >> payable <<eg. monthly attract bonus payments.]

t in your Terms and Conditions of along with this Offer Letter, will

oth copies of the enclosed Terms n that you understand and accept r of the Terms and Conditions of r your reference, and return one

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nts Offer Letter

signed copy of each document to

When writing, please could you employment with us. We understa

At the same time, please advise which we should be aware.

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 Conditions of Employment.

Signed: ..... <<Full Name of Em Dated: ....

Encl.



hich you are free to commence

itions, allergies, disabilities etc of

er please let us know as soon as ered.

ng you to the Company.

ter and the enclosed Terms and