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head]

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

<<Date>>

Dear << >>

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

Employer") of appointment as a << >>

This offer is subject to the Employer's references (reference(s) which are deemed to be satisfactory) and the referees from whom the references are obtained.

reference(s) and << >> character of the references. We confirm the names and addresses of the referees to whom we may write to them.

Your employment shall be subject to a probationary period of << >> months during which your performance and conduct will be subject to review.

period of << >> months during which

This offer is also subject to you providing evidence to the Employer proving your legal right to work in the UK. On your appointment you must bring your passport (and other documentation, if necessary) and provide copies of these documents for our records.

to the Employer proving your legal right to work in the UK. You must bring your passport (and other documentation, if necessary) and provide copies of these documents for our records.

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

>>.

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

per annum >> payable <<eg. monthly in arrears by credit transfer>>. [Your employment is also subject to bonus payments.]

[You are entitled to [state benefits] [state benefits].]

[the use of a car of a maximum value of << >> applicable to your employment are set out in the Car Policy. If, for << >> Car Policy please contact <<eg. the << >> name.]

rules regarding the use of the car are set out in the Car Policy. A copy will be provided to you with this Offer Letter. If, for << >> received a copy of the Employer's Car Policy please contact <<eg. the << >> name.]

OR

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[receive a car allowance in the sum of <<amount>> per annum which is payable <<eg. monthly in arrears>> together with your salary]

gross which is payable <<eg. monthly

OR

[use the Employer's car in accordance with the policy explained to you by the Employer.]

explained to you by the Employer.]]

The other terms and conditions of employment 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.

set out in your Terms and Conditions of Employment, along with this Offer Letter, will form

Please sign and date both copies of the enclosed Terms and Conditions of Employment where indicated. Please keep one signed copy of this Offer Letter and return one signed copy of each document to us as soon as possible.

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When writing, please could you advise us of any medical conditions, allergies, or other health issues which you are free to commence employment with us. We understand that you should be aware of any such issues.

which you are free to commence employment with us. We understand that you should be aware of any such issues.

If you have any questions concerning this offer please let us know as soon as possible and we will do all we can to assist you.

er 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 you joining our team.

g work with us.

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

ter and the enclosed Terms and

Signed: .....  
<<Full Name of Employee>>

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Dated: .....

Encl.

[Employer's car policy]

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