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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 (<<Company Name>> Company”) of appointment as a << >> and to confirm the principal terms of the offer.

This offer is subject to the Company receiving satisfactory references (reference(s) and << >> character reference(s) which are deemed to confirm the names and addresses of the referees from whom the references were obtained that we may write to them.

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

This offer is also subject to you 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.

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

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

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[You are entitled to [<<state benefits>>] and

[the use of a Company car of a motor vehicle] >>. The rules regarding the use of the Company car applicable to you are set out in the Company Car Policy. A copy will be provided to you with your contract. If, for any reason, you have not received a copy of the Company Car Policy, please contact <<relevant name and/or department>> to request one.]

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OR

[receive a car allowance in the sum of <<amount>> per month gross which is payable <<eg. monthly in arrears>> together with

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.

Please sign and date both copies of the enclosed Terms and Conditions of Employment with your name and that you understand and accept the terms and conditions. Please sign a copy of the Terms and Conditions of Employment and one signed copy for your reference, and return one signed copy of each document to

When writing, please could you confirm that you are free to commence employment with us. We understand that you may have any medical conditions >>. At the same time, please advise us of any medical conditions 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 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 this Offer Letter and the enclosed Terms and Conditions of Employment.

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

Dated: .....

Encl.

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