

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

<<Date>>

Dear << >>,

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

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 were obtained 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.

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 relevant documentation, if necessary) and photocopies of these documents for our records.

You will initially be employed at the position of << >>. This appointment is for a fixed term, which will run [from << >> to << >>].

OR

[from << >> until << specify project completion date>>]

OR

[from << >> and continue until << >> returns to work after his/her maternity leave>>].

Your commencing salary will be £<< >> per annum >> payable <<e.g. monthly in arrears by credit transfer>>. [You will also be eligible to 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 be sent to you by email.

form your contract of employment  
both copies of the enclosed Terms  
confirm that you understand and  
copy of the Terms and Conditions  
your reference, and return one signed

When writing, please could you  
employment with us. We understand  
time, please advise us of any medical  
be aware.

If you have any questions concerning  
possible and we will do all we can

We look forward to your reply and

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms and  
Conditions of Employment.

Signed: .....

<<Full Name of Employee>>

Dated: .....

Encl.

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both copies of this Offer Letter and  
Employment where indicated, to  
conditions. Please keep one signed  
signed copy of this Offer Letter for  
sent to us as soon as possible.

which you are free to commence  
the date as above>>. At the same  
disabilities etc of which we should

er please let us know as soon as  
needed.

ing you to the Company.

ter and the enclosed Terms and