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ead]

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

<<Date>>

Dear <<Employee's Name>>,

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OFFER OF EMPLOYMENT

As you know, your apprenticeship
After your apprenticeship has ended
like to offer you a permanent position
The starting salary is <<insert £>>
per week. Your days of work will

due to end on <<insert date>>.
confirm that the Company would
>>, starting on <<insert date>>.
work <<state number of hours>>

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EITHER

[Although the start date for this permanent
employment with the Company is
<<insert start date of apprenticeship>>

start date>>, your continuous
of your apprenticeship, i.e.

OR

[There will be a period of <<insert number of weeks>>
apprenticeship and the start of your
your continuous employment will

between the end of your
ent. Therefore, the start date of
of permanent employment>>.]

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[Your employment with the Company will be
successful completion of a probationary
duration from <<insert start date of probationary
period, the Company will assess your
right at any time during this period
number>> weeks' written notice

>> will be conditional upon
e number e.g. 3/6 months'>>
ent>>. During the probationary
performance and reserves the
oyment with <<insert

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Your other terms and conditions
Conditions of Employment. The
Offer Letter, will form your contract

but in your Terms and
Employment, along with this

Please sign and date both copies
Terms and Conditions of Employment
and accept the terms and conditions
Conditions of Employment and
and return one signed copy of each

both copies of the enclosed
to confirm that you understand
signed copy of the Terms and
Offer Letter for your reference,
as soon as possible.

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

to answer your questions. If you
please let us know as soon as possible
answered.

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms and conditions
Conditions of Employment.

and the enclosed Terms and

Signed:

<<Full Name of Employee>>

Dated:

Encl.

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