

S

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

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OFFER LETTER

We would like to confirm the offer (<<Company Name>> "the Company") of appointment as a <<job title>> on a part time basis as discussed on <<date>> on the following terms of our discussions.

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This offer is subject to the Company reference(s) which are deemed to be satisfactory. You must provide references of the referees from whom the references were taken and that we are free to write to them.

reference(s) and << >> character references. You must confirm the names and addresses of the referees from whom the references were taken and that we are free to write to them.

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

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probationary period of << >> months during which your performance and conduct will be monitored.

This offer is also subject to you providing evidence of your legal right to work in the UK. On the day of your appointment you should bring your passport (and other relevant documentation, if necessary) and a recent photograph for our records.

probationary period of << >> months during which your performance and conduct will be monitored.

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

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probationary period of << >> months during which your performance and conduct will be monitored.

You will be working << >> hours/week on a << full time / part time >> basis.

probationary period of << >> months during which your performance and conduct will be monitored.

The full time salary for this position is << salary >> (<<eg. monthly in arrears by credit transfer>>). Your salary will be << >>% of full time hours. Your salary will be £<< >> gross per <<eg. annum >> payable <<eg. monthly in arrears by credit transfer>>. [\[Your employment does not constitute an offer of employment.\]](#)

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probationary period of << >> months during which your performance and conduct will be monitored.

probationary period of << >> months during which your performance and conduct will be monitored.

not attract bonus payments.]

Your pro rated holiday entitlement

The other terms and conditions of Employment, two copies of which along with this Offer Letter, will for

Please sign and date both copies and Conditions of Employment with the terms and conditions. Please Employment and one signed copy signed copy of each document to

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

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:

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in your Terms and Conditions of Employment, and Conditions of Employment.

both copies of the enclosed Terms and Conditions of Employment with that you understand and accept of the Terms and Conditions of Employment for your reference, and return one

which you are free to commence >>. At the same time, please of which we should be aware.

er please let us know as soon as erred.

ng you to the Company.

ter and the enclosed Terms and