

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

<<Date>>

Dear << >>,

We would like to confirm the offer (<<Offer Reference>>) of appointment as a <<job title>> and to confirm the proposed terms and conditions.

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.

This offer is also subject to you presenting evidence to the Company proving your legal right to work in the UK. On receipt of this evidence, you should bring your passport (and other relevant documentation, if necessary) and allow it to be taken of these documents for our records.

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

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

Your commencing salary will be <<Salary>> (<<eg. annum>> payable << eg. monthly in arrears >>). Your policy on tips and gratuities is <<as follows / set out in the attached document>>.

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. The Terms and Conditions, 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 the date that you understand and accept the terms and conditions. Please return both copies of the enclosed Terms and Conditions of Employment to the Company.

Employment and one signed copy for your reference and return one signed copy of each document to

When writing, please could you which you are free to commence employment with us. We understand

At the same time, please advise tions, allergies, disabilities etc. of which we should be aware.

If you have any questions concern er please let us know as soon as possible and we will do all we can ered.

We look forward to your reply and ng you to the Company.

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms s ter and the enclosed Terms and Conditions of Employment.

Signed: .....  
<<Full Name of Em

Dated: .....

Encl.

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