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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>> "the Company") of appointment as a <<job title>> and to confirm the principal duties and responsibilities of this position.

This offer is subject to the Company receiving satisfactory references (reference(s) and << >> character reference(s) which are deemed to be reliable) and you confirming the names and addresses of the referees from whom the references were obtained and 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 your 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.

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

Your commencing salary will be £<< Salary >> per annum payable <<eg. monthly or quarterly>>. [The offer of salary includes a tax allowance for pension contribution is such that you are entitled to receive commission / bonus payments in accordance with the attached plan/schedule (attached).] [Your Employment does not include a bonus payment.]

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[You are entitled to <<STATE BENEFITS>> and/or [the use of a company car, details of which are attached to this offer] [to receive a car allowance in the sum of £<< >> per annum payable with your salary.]

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The other terms and conditions of  
Employment. The Terms and Co  
form your contract of employment.

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

When writing, please could you  
employment with us. We understa  
us of any medical conditions, aller

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

We look forward to your reply and

Yours sincerely

<<Name>>

<<Title>>

I accept the employment terms  
Conditions of Employment.

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

Dated: .....

Encl.

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t in your Terms and Conditions of  
along with this Offer Letter, will

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

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

er please let us know as soon as  
ered.

g you to the Company.

ter and the enclosed Terms and