

Dear

Further to your interview on [redacted] I am pleased to offer you the post of [redacted]. All required checks are completed and we will be in touch to arrange induction dates. Please let us know if you are able to take up the post and when you would be available to start. The Induction, based on the Care Certificate Standards 1 – 15 as explained at interview is a mandatory requirement. Please inform us if there is any difficulty in attending this Induction.

Yours Faithfully

(Registered Manager)