

Employee's Name

Address

Date

Dear

## **OFFER LETTER**

We would like to confirm the offer to you by \_\_\_\_\_ ("the Company") of an appointment as a \_\_\_\_\_ (job title) and to confirm the principal terms of our discussions.

This offer is subject to the Company receiving \_\_\_\_\_ job reference(s) and character reference(s) which are deemed to be satisfactory. Please confirm the names and addresses of the referees from whom the required references can be taken, and that we are free to write to them.

This offer is also subject to your providing relevant documents to the Company proving your legal right to work in the UK. On your first day, you should bring your passport (and other documentation, if necessary) and P45. Copies will be taken of these documents for our records.

[Your employment shall be subject to an initial probationary period of \_\_\_\_\_ months during which your performance and conduct will be monitored.]

You will initially be employed at the Company's offices at \_\_\_\_\_.

Your commencing salary will be £ \_\_\_\_\_ gross per \_\_\_\_\_ payable \_\_\_\_\_ . [Your Employment does not attract bonus or commission payments.]  
[You are eligible to join the Company's bonus scheme, details of which are attached.]

[You are entitled to the following: [STATE BENEFITS e.g. pension, health insurance].

The other terms and conditions of employment are set out in your Terms and Conditions of Employment, two copies of which are enclosed. Please sign and date both copies of this Offer Letter and both copies of the enclosed Terms and Conditions of Employment where indicated to confirm that you understand and accept

the terms and conditions. Please keep one signed copy of the Terms and Conditions of Employment and one signed copy of this Offer Letter for your reference and return one signed copy of each document to us as soon as possible. The Terms and Conditions of Employment, along with this Offer Letter, will form your contract of employment. When writing, please could you confirm the date on which you are free to commence employment with us. We understand this date to be .

At the same time, please be sure to advise us of any medical conditions, allergies, disabilities of which we should be aware.

If you have any questions concerning the terms of our offer please let us know as soon as possible and we will do all we can to ensure they are answered.

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

Yours sincerely

Name

Title

I accept the employment terms set out in this Offer Letter and the enclosed Terms and Conditions of Employment.

Signed:

Full Name of Employee

Dated: