

Name

Date

Title

Company Name

Address

Dear

OFFER LETTER

We would like to confirm the offer to you by _____ (“the Company”) of appointment as a _____ 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 references can be taken, and that we may write to them.

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

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.

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

Your commencing salary will be £ _____ gross per _____ payable _____ . [The nature of your employment is such that you are entitled to receive commission / bonus payments (in accordance with the attached plan/schedule attached).] [Your Employment does not attract commission / bonus payments.]

You are entitled to [STATE BENEFITS e.g. pension, health insurance] and/or the use of a company car, details of which are contained in the Company Car Policy [to receive a car allowance in the sum of £ _____ per month gross which is payable with your salary].

The other terms and conditions of employment are set out in your Terms and Conditions of Employment. 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. 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 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

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

Signed:

Dated:

Encl.