Company Logo

[Addressee name]

[Address line 1]

[Address line 2]

[Town]

[County]

[POSTCODE]

[Addressee name]

[Address line 1]

[Address line 2]

[Town]

[County]

[POSTCODE]

[Date]

**Re: Offer of appointment as** . . . . . . . . . . . . . . . . *(Insert job title*)

Dear (Insert successful candidates name),

Further to your recent interview, we are pleased to offer you employment with …………….(insert company name) as . . . . . . . . . . . . . *(Insert job title)* on the following terms detailed below:

**1.** You will report to . . . . . . . . . . . . . . . . . . . . . . . . . . . . *(insert name of line manager)*.

**2.** Your starting salary will be £ [insert amount] per hour/week/annum payable weekly/monthly (delete as required) in arrears by credit transfer.

**3.** You will be entitled to ……… days’ holiday each year (pro-rated for part-time), plus bank holidays. (Please add here whether there are any restrictions to when the holiday can be taken).

**4.** Your hours of work will be based on a normal working week of …….. hours between [Enter start and end times] Monday to Friday with 1 (one) hour unpaid for lunch. However, you may be required to work such additional hours (which may include weekends) as the needs of the business require. (No extra payment will be made for this additional time/overtime at single time/time/half/double time will be payable for hours worked over and above your normal working hours or time in lieu DELETE AS APPROPRIATE)

**5.** This is a [permanent / fixed-term / temporary post / temporary post to cover for maternity leave].

Your employment will initially be on a (length of probationary period- usually 3-6 months) which will have to be completed satisfactorily. During this time, the company will assess your performance and conduct and it reserves the right at any time during this period to terminate your employment with one week’s notice or payment in lieu, subject to compliance only with the statutory dismissal and disciplinary procedure. During this period, you are required to give one week’s notice if you wish to terminate your employment for whatever reason. Periods of notice thereafter are set out in your contract which will be issued to you on commencement of your employment The company also reserves the right to extend your probationary period should it deem this necessary.

As explained at your interview, this is a conditional job offer, made subject to satisfactory results from necessary pre-employment checks:

* An Enhanced DBS check
* Evidence of your right to work in the UK sight of a document(s) confirming your right to work in the UK as is our requirement under the **Asylum and Immigration Act 1996** (as amended) – please provide an original document.
* Two satisfactory references, one of which should be from your current or most recent employer

If you wish to accept this offer of employment, could you please telephone . . . . . . . . . . . . . *(Insert name of contact & number)* and sign and return the attached duplicate copy of this letter so that a start date can be agreed and the above matters discussed. Every effort will be made to obtain any required documentation as quickly as possible.

Full details of all your terms and conditions of employment are contained in the contract and the Staff Handbook, copies of which will be provided to you on the commencement of your employment.

We are delighted to offer you this opportunity and look forward to you joining the organisation and working with you.

If you have any queries on the contents of this letter, the attached written statement or the pre-employment checks, please do not hesitate to contact me on [the letter writer's telephone number] or [the letter writer's email address].

We look forward to hearing from you.

Yours sincerely,

*(Insert signature and name of employer)*

I accept the offer of employment on the terms set out in this conditional offer of appointment letter dated . . . . . . . . . . . . *(insert date*) and I hereby give my consent for you to contact my two referees, including my current employer.

Signed: