INSERT NAME

INSERT ADDRESS

DATE

Dear INSERT NAME

# RE: Job Title

Further to your recent meeting with Interviewer, I am pleased to confirm our offer to you of the post of full-time Job Title. We will send you a contract of employment separately for your perusal.

Please note this employment offer is subject to your acceptance of the terms and conditions detailed below:

1. Your employment will commence with Induction into Insert Company Name on start date at Time. Please report to reception and ask for Insert manager. For Induction please bring with you your, P45, a valid Passport and Drivers Licence.
2. Based on your discussions with Interviewer and qualifications and level of experience to date, your commensurate salary will be Number per hour and will be paid on the last day of each month via Bank transfer.
3. Your contracted hours of employment will be Number hours per week, excluding lunch breaks. Any overtime will be paid at the basic rate.
4. Paid holiday entitlement will be 28 days annual leave, inclusive of bank and public holidays. You will need to retain a proportion of your holidays for shutdown over the Christmas and New Year period. Insert Company Name holiday timetable period runs from 1st January – 31st December each year.
5. This employment offer is subject to Insert Company Name receiving 2 satisfactorily References, one of whom must come from your current employer and satisfactory completion of a 6-month probationary period

I trust you will find the above details in order and in line with general discussion. **Should you find the terms acceptable please confirm in writing your acceptance of the post** **as soon as possible.** On receipt of your confirmation letter or email, we will contact the Referees whose names, positions and contact details you will require to include within your acceptance letter.

On behalf of Interviewer, I’d like to welcome you to Insert Company Name team and I look forward to seeing you on the Insert Start Date at the Location.

Yours sincerely

INSERT NAME

On behalf of INSERT COMPANY NAME