**Private & Confidential**

<Name>

<Home address>

<Date>

Dear <Name>

I am very pleased to confirm the offer of employment to you for the position of <Job Title> with <Company Name>. This letter is to confirm the principal terms of our discussions.

This offer of employment is subject to <Company Name> receiving <insert number> of satisfactory job reference(s). Please confirm the names and addresses of who we can take the references from, and that we are free to contact them.

Your employment will be subject to an initial probationary period of <x> months, during which time your performance and conduct will be monitored. Upon successful completion of your probationary period your employment will be confirmed as permanent.

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

You will be employed at <Company Name> principally at <insert address>, however you may also be required to work at <Company Name> other sites as business needs dictate.

Your commencing salary will be <£> per <hour>, payable weekly in arrears by credit transfer.

The other terms and conditions of your employment are set out in your enclosed Contract of Employment.

Please sign and date both copies of this offer letter and both copies of the enclosed Contract of Employment where indicated, to confirm that you understand and accept the terms and conditions.  Please keep one signed copy of your Contract of Employment and one signed copy of this offer letter for your reference, and return one signed copy of each document to me as soon as possible.

When writing, please could you also confirm the date on which you are available to commence employment with us.  I understand this date to be <date>. At the same time, I would be grateful if you would advise us of any medical conditions, allergies, disabilities etc. of which we should be aware.

If you have any questions concerning the terms of this offer, please let me know as soon as possible and I will do all I can to ensure they are answered.

I look forward to your reply and look forward to welcoming you to <Company Name> soon.

Yours sincerely

**<Name>**

**<Job Title>**

*Encl*.

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

Signed: …………………………………………………………….………………..

<Name>

Dated: ……………………………………………..