**Job Offer Letter Template**

***Note:*** *This template is an example you can adapt or develop to meet your needs*

**Private and Confidential**

**Addressee only**

[name]

[Address]

[Postcode]

[date]

Dear [name],

**Re – Offer of Employment**

I am writing to offer you the post of [name of role] at [salary] per annum, starting on [start date], subject to:

* Proof of your right to work in the UK
* Successful completion of a x month probationary period
* Two employment references we deem satisfactory
* *List any other checks or requirements the role is subject to or delete this bullet point*

Full details of the post’s terms and conditions of employment are in your attached Written Statement of Terms and Conditions of Employment.

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

On starting, you will report to [Insert manager’s name].

If you have any queries on the contents of this letter, the attached Written Statement of Terms and Conditions of Employment or the pre-employment checks, please do not hesitate to contact me on [telephone number] or [email address].

To accept this offer, please sign and date the attached copy of this letter in the spaces indicated and send it back in the stamped and addressed envelope provided. Please note this offer will lapse in TWO Weeks’ time.

Please arrive at [time] on your first day and ask for [name]. Please bring with you:

* your original passport
* P45 (if you have one)
* *List any other documents requested if required or delete this bullet point*

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

This letter is part of your contract of employment.

Yours sincerely

[name of manager]

[job title]

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For addition to the copy of the letter for the successful candidate to return

I am very pleased to accept the job offer on the terms and conditions detailed in this letter and the Written Statement of Terms and Conditions of Employment.

Signed ………………………………………………………………………………………………Date………………………………………….

Name ………………………………………………………………………………………………

**[Print Name]**