

[Addressee]  
[Address line 1]  
[Address line 2]  
[Town]  
[County]  
[POSTCODE]

[Date]

Dear [Enter name]

### **Offer of Employment**

Further to your recent interview on [Enter date], I am pleased to offer you [temporary] employment with [Enter company name] as [Enter job title] on a salary of £[Enter amount] per \*week/month/annum payable in arrears by credit transfer into your bank account.

[Add the following relevant points if these items have not been checked at an earlier stage in the recruitment process] This offer is conditional upon the production of satisfactory [Enter details] [references/certificates of qualification/medical report/ DBS criminal record checks/ a right to work in the UK]

Your hours of work are [Enter details] and your holiday entitlement will be [Enter details]. [Add the following relevant sentence if there are special circumstances eg shift working] The following terms apply to your employment [Enter details].

Your employment will commence on [Enter date] [for temporary employment add] [and your employment will end on [Enter date]]. Your normal place of work will be [Enter location]. However, we do reserve the right to relocate you [to one of our other offices] **OR** [to an alternative location within reasonable travelling distance if necessary] with [Enter number] weeks' notice.

A copy of your standard terms and conditions of employment \*is enclosed with this letter/will be issued to you in due course.

You should report to the above location on [Enter date] at [Enter time]. Please bring with you your P45 and a note of your National Insurance number. In the meantime, should you have any queries on this matter, please do not hesitate to contact me.

\*delete as appropriate

Yours sincerely

[Signatory name]  
[Job title / Department]

NB the terms in this offer letter will take precedence over any subsequently issued Terms and Conditions if they differ