

**This is a sample – not the full document**

**Buy the full document in Word format.  
Select from the following options:**

**Individual Document**

<http://www.compactlaw.co.uk/employment-offer-letter.html>

**Employers Pack**

<http://www.compactlaw.co.uk/employers-pack.html>

**Workplace Pack**

<http://www.compactlaw.co.uk/workplace-pack.html>

*[Insert organisation name and address]*

*[Insert letter date]*

*[Insert name and address of prospective employee]*

## **Letter For Offer Of Employment**

Dear *[Insert name of employee]*

**Re: Post of *[Insert exact job title and position]***

Further to your recent interview I am writing to confirm our offer of employment regarding the above stated post, commencing on *[Insert start date of job]*.

Your appointment is subject to the receipt of satisfactory references from the referees whose details have been provided by you.

*[Include or delete the following statement as applicable –*

*Your appointment is also subject to the following conditions, *[Insert conditions, e.g. proof of required qualifications]*.*

**Sample document – the remaining are clause headings only  
Full document contains all clauses**

**Trial Period**

**Salary Details**

**Other Terms of Employment**

**Acceptance**

**Further Details**

We look forward to you joining us.

Yours sincerely

*[Insert full name, position and department]*

(c) <http://www.compactlaw.co.uk>

<http://www.compactlaw.co.uk/employment-offer-letter.html>