

*[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]***

Further to your recent interview I am pleased to offer you employment regarding the above specified post commencing on *[Insert date of job]*.

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

*[Include or delete the following statement as appropriate]*

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

The first *[Insert trial period, e.g. three months]* of your appointment will be treated as a probationary period during which your appointment may be terminated by us or by you on *[Insert notice period, e.g. fourteen days]* notice.

Your gross salary at the commencement of your appointment is *[Insert amount in words and numbers, e.g. £10,000]* per annum payable *[Specify day of the week, e.g. every week/on the 15th day of every month]* into the named bank or building society account of the employee.

Your other terms of employment are  
*applicable - Employment Contract*  
you as from the date of commence

If you wish to accept this offer of a  
outlined in this letter and the enclo  
*Contract / Statement of Particulars*  
this letter and a copy of the enclos  
*Contract / Statement of Particulars*  
Additional copies are provided for

After we receive your acceptance v  
of your start date and time and wh  
have any queries in the meantime

We look forward to you joining us.

Yours sincerely

*[Insert full name, position and dep*

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