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[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]

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