<Name>

<Company Name>

<Company Address>

<Post Code>

<Telephone:>

<Email:>

**Private & Confidential**

<Name>

<Address>

<Postcode>

Date

Dear <name>

**Letter of Appointment**

Following your recent interview I am delighted to offer you the post of <job title> with <Company>.

1. The remuneration for this post is <£xxxxx per annum> **OR** <£x.xx per hour>. In addition you are entitled to <add in any additional allowances or benefits here e.g. access to company pension scheme, childcare voucher scheme, medical schemes etc.>.
2. The hours of work are <insert hours e.g. 40> per week worked as follows: <insert working pattern – e.g. 9 a.m. to 6 p.m. Monday to Friday with a 1 hour unpaid lunch-break>. You may be required at times to work a different pattern or outwith these hours.

**OR**

The company is under no obligation to offer you work at any time, and you are not entitled to a minimum number of hours of work per day, week or year. If offered work by the Company you are not obliged to accept it.

1. You are entitled to <insert number of days holiday – minimum is 28> days holiday per annum inclusive of bank holidays <for part-time employees insert: pro-rated to the number of hours / days you work>.
2. You will be based at <insert base address>.
3. This is a permanent position with a <insert length of period e.g. 6 months> probation period.

**OR**

This is a temporary position for a period of <insert length of time e.g. 6 months>.

1. This job offer is conditional on acceptable checks on the following: <insert any outstanding checks required such as: references, a clean driving licence, qualifications, visa / passport to ensure rights to work in the country, criminal record check etc.>.
2. Please report for work on <xx/xx/xxxx> at <insert time e.g. 9 a.m.> and report to <name of supervisor>. You should bring the following documentation with you: your P45, details of your bank account (for payroll purposes), <insert any further documentation required e.g. passport, driving licence, qualifications etc.>.

You will be issued with a full statement of the terms and conditions for this post within 8 weeks of your commencement date. In the meantime, if you have any queries please get in touch by phone or email as outlined at the top of this letter.

Please sign the enclosed duplicate letter and return this to me as soon as possible confirming your acceptance of this post on the terms outlined.

Yours sincerely

<Name of Person Authorised to Make Job Offer>

<Position>

I confirm I have read and understood the above job offer and that I accept the job on the terms outlined.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_