

JOB OFFER LETTER

_____ (Company name and address)

Date: _____

_____ (Candidate's name)

_____ (Address)

Dear _____,

Subject: Offer of employment as _____

We are pleased to offer you the position of _____ with _____, in the _____ department, reporting to _____. We were impressed by your experience and believe you will be a valuable member of our team.

The main terms of the offer are:

Start date: _____

Place of work: _____

Working hours: _____

Salary: _____ a _____ (gross), paid on the _____ of each month

Benefits: _____

Annual leave: _____ working days a year, in addition to public holidays

Probation: _____ months

Notice period: _____ during probation, and _____ after it

This offer is subject to: (a) satisfactory references; (b) proof of your identity, qualifications and right to work; and (c) _____. Full terms will be set out in your employment contract, which you will receive before your start date.

To accept this offer, please sign and return a copy of this letter by _____. If we do not hear from you by that date, the offer will lapse. If you have any questions, contact _____ at _____.

We look forward to welcoming you.

Yours sincerely,

_____ (Name)

_____ (Title)

ACCEPTANCE

I, _____, accept the offer of employment on the terms set out above, and will start on _____.

Signature: _____ Date: _____