Job Offer Letter

Ref: [job title/position]

Dear

Thank you for attending the recent interview on [date of interview]. I am pleased to make you an offer of employment as [Job title] at [name of setting].

The hours will be [hours per week] daily. This position is offered subject to a satisfactory enhanced DBS check, reference checks and completion of a [three/six] month probationary period during which time your performance will be reviewed.

This is a permanent position and you will therefore be entitled to all staff benefits. Your starting date will be [date]. You will be paid at a rate of [Rate per hour] per hour. Your salary will be paid directly into your bank account on the [day] of each month. You will be entitled to [number of days] days holiday per year pro-rata, plus Bank Holidays. The holiday year runs from Jan 1st – Dec 31st [year].

To accept this offer please sign and date both copies of the enclosed contract of employment and return one of them to me within ten days of receiving this letter, [indicating your earliest possible start date]. If you decide not to accept this offer I would be grateful if you could notify me within the same time frame.

We are all looking forward to working with you and we hope very much that you choose to accept this offer. If you have any questions, please contact me on the details above.

Yours sincerely

[Name]
[Position/job title]