Outline of a job offer letter on Business letterheaded paper

[Insert successful candidate's full name]
[Insert successful candidate's address]

[Insert date of letter]

[Insert employer 's name]
[Insert employer 's address]

Dear **[Insert successful candidate's first name]**,
Following *the organisation's recent selection/ your recent interview, I am writing to offer you the post of **[Insert title of job]** at the salary of **[Insert amount]** per year, starting on **[Insert start date]**.

Full details of the post's terms and conditions of employment are in your attached Written Statement of Terms and Conditions of Employment.

As explained at your *assessment day/ interview, this job offer is made subject to satisfactory results from necessary pre-employment checks. There will also be a probationary period of **[Insert length of probationary period** – usually three or six months**]** which will have to be completed satisfactorily.

This is a **permanent/ fixed-term/ temporary post/ temporary post to cover for maternity leave.

On starting, you will report to **[Insert manager's name]**.

If you have any queries on the contents of this letter , the attached Written Statement of Terms and Conditions of Employment or the pre-employment checks, please do not hesitate to contact me on **[Insert the letter writer's telephone number]** or **[Insert the letter writer's email address]**.

To accept this offer, please sign and date the attached copy of this letter in the spaces indicated, and send it back in the stamped and addressed envelope provided.

We are delighted to offer you this opportunity, and look forward to you joining the organisation and working with you.

This letter is part of your contract of employment.

Yours sincerely,
[Insert the letter writer's name]
[Insert the letter writer's job title]

[*delete as appropriate – for example, the organisation's recent selection/ your recent interview]

[**delete as appropriate and include length of contract of employment and dates where appropriate]

For addition to the copy of the letter for the successful candidate to return

I am very pleased to accept the job offer on the terms and conditions detailed in this letter and the Written Statement of Terms and Conditions of Employment.

Signed ……
[Successful candidate to write their signature]

Name ……

[Successful candidate to print their full name in capital letters]