



## Offer letter template

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

[Insert date of letter]

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

The other main terms and conditions of your employment will be:

- Place of work – [Insert address]
- Salary – reviewed every [Insert period – for example, 12 months] with [Insert job title of manager – for example, your head of department]. Your monthly salary will be paid into your \*bank/ building society account on the [Insert date – for example, 1st] of each month
- Benefits – [Insert outline of perks – for example, company car and sales commission – and where more information can be found]
- Performance management – a review with [Insert who – for example, line manager] every [Insert period – for example, three months], with a full structured appraisal every [Insert period – for example, 12 months]
- Hours of work – [Insert number – for example, 40] per week, [Insert the days and times – for example, Monday to Friday, 8.30am–5.30pm, including one hour lunch break; and one Saturday in four, 9am–1pm, with time off in lieu for weekend working]
- Holiday entitlement – [Insert number] days per year plus [Insert number] bank holidays. The holiday year runs from [Insert dates – for example, April 1 – March 31]
- Company pension – [Insert where more information can be found]
- Notice period – [Insert details – for example, during the probationary period, one week's notice by you or the employer; after the probationary period, one month's notice by you or the employer]

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

As explained at your 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] which will have to be completed satisfactorily.

On starting, you will report to [Insert manager's job title].

Full details of the post's terms and conditions of employment will be given to you in a Written Statement of Terms and Conditions of Employment on or before their first day at work.

If you have any queries on the contents of this letter, the pending 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 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]

I am very pleased to accept the job offer on the terms and conditions outlined in this letter.

Signed \_\_\_\_\_

**[Successful candidate to write their signature]**

Name \_\_\_\_\_

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