

# employment offer letter

[Enter candidate name and address]

[Enter date]

Re: [Enter Position Name]

Dear [Enter Candidate name],

Further to our recent discussions I am delighted to offer you a new role of [Enter Position Name] in our rather extraordinary company.

We understand that you have to give approximately 1 weeks notice to your existing employers and believe you have confirmed a start date of [Enter date].

In the role of [Enter Position Name] you will report to [Enter Manager Name] as [Enter Manager Position]. Although employed as [Enter Position Name] due to the size and nature of our business it is expected that you will work flexibly and [Enter Company Name] has a policy of inter-changeability, which at times will come into practice. Our company focuses on team working culture, something we expect all to contribute to.

Your basic starting salary will be £[Enter Annual Salary figure] per annum, and you will also receive a bonus against personal objectives, payable at the end of the calendar year.

We are able to offer a Grouped Personal Pension as from [Enter date], further details are available on request from myself, however, this will not be offered to you until after a successful probation period.

Your proposed normal hours of work will be [Enter expected start time] to [Enter expected finish time], Monday to Friday.

As mentioned you will also be working towards achievement of a 1-3 month probationary period, in which you have time to work through your objectives and KPI's to ensure that both parties are happy with the relationship. Your probation review will be [Enter date]; on a successful probation you will also have a pay review.

Your usual place of work will be the Company's premises at [Enter Company Address].



Your holiday entitlement for your first two years of employment is [Enter Number of Days].

Should you accept this offer and at a subsequent date decide to leave, you will be required to give, in writing, 1-month notice.

Terms and conditions of employment will be outlined in your contract, this will be given to you, along with a role profile and your personal objectives on [Enter date] ready for your agreement and acceptance. In the meantime please sign both copies of the enclosed letter and return one copy back to me for our files.

All that remains is to congratulate you on a successful interview and wish you all the success possible during your employment at [Enter Company Name]. Look forward to greeting you on [Enter day] and to learning with you in our fast growth environment!!

Best Regards,

[Enter Manager Name and Position]

---

I accept the terms of this offer and agree to abide by them. I also understand that from time to time the company may wish to process any personal information (as periodically updated) contained within this document for personnel administration and business management purposes. I understand that where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1984 and 1998. By signing this form I acknowledge that I will be providing the company with my consent to these uses.

I propose commencing my new [Enter Position Name] role with [Enter Company Name], effective from \_\_\_\_\_ (please confirm)

FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

