Job offer letter

Private and confidential

[Date]

Dear *[Candidate name]*,

Offer of employment: [Job title]

We are pleased to offer you the role of *[job title]* with *[organisation name]*, reporting to *[manager name]*.

Your proposed start date is *[date]*. The role is based at *[location / working arrangement]* for *[hours]* each week. Your starting salary will be £*[amount]* per *[year / hour]*, paid *[monthly / weekly]*.

This offer is conditional on:

- evidence of your right to work in the UK
- *[satisfactory references]*
- *[any role-specific check that the employer is entitled to make]*

Your full written employment terms will follow *[with this letter / by date]*. Those terms will include holiday, pension, sickness, probation and notice arrangements.

Please confirm that you accept this offer by *[date]* by *[signing and returning this letter / replying to named contact]*. If you have any questions, contact *[name and details]*.

We look forward to welcoming you to the team.

Yours sincerely,

[Name]
[Role]
[Organisation]