**LETTER - OFFER OF EMPLOYMENT**

Dear [NAME]

**Offer of employment**

I refer to your interview on [DATE], and am pleased to offer you a position as [JOB TITLE] on the following terms:

* Start date - [DATE];
* Hours – [DAYS/ HOURS];
* Salary – £[AMOUNT] per annum;
* Holidays – [NUMBER] days per year plus public holidays.

The terms of the offer in this letter override anything said to you during your interview or any other discussions about your employment with the Company.

If you accept our offer of employment, we will forward to you a draft Contract of Employment setting out further details about your terms and conditions of employment.

Our offer of employment is subject to:

* The Company receiving references which it considers satisfactory. Please let me have the names and contact details of [2] referees when you accept the offer. We will not take up the references until you have accepted the offer.
* You providing to us satisfactory evidence of your right to work in the UK. This can include the original of your passport (if you are a British citizen) or, alternatively, an original visa or other document evidencing your right to work in the UK. **Please do not post these documents to us but bring the originals with you on your first day of work** so that we may photocopy them for our records. If you are unsure of what documents you need to provide to us please contact me.

This offer will be withdrawn or your employment will be terminated if any of the above conditions are not satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities, such as restrictive covenants imposed by a current or former employer.

I hope that you will accept this offer of employment. If you wish to do so, please sign the enclosed copy letter and return it to me.

Our offer of employment will remain open for acceptance for 10 days, following which it will be automatically withdrawn.

I look forward to hearing from you. Should have any queries please do not hesitate to contact me.

Yours sincerely,

[NAME]

[COPY LETTER – I confirm that I wish to accept the Company’s offer of employment as set out in the letter above.

……………………………………..

PRINT NAME

……………………………………..

DATE]