**A close-up of a company logo

Description automatically generated with medium confidence**

[Company name]  
[Company address]

[Date of letter]

[Candidate first and last name]  
[Candidate address]

Dear [Mr/Miss/Mrs/Ms] [candidate surname],

We are pleased to offer you the [permanent / full time / fixed term / temporary / part time] position of [job title] at [company name] with a start date of [start date].

Upon starting, you will report to [manager/supervisor name] at [workplace location]. Your working hours will be [insert total hours] hours per week, [insert day] to [insert day].

As explained at your [interview], this job offer is made subject to successful pre-employment checks. There will also be a probationary period of [length of probationary period] which must be completed.

The annual starting salary for this position is [amount] to be paid on a [monthly, fortnightly, weekly] basis by [direct deposit, cheque], starting on [first pay period].

**[Optional]** In addition to this starting salary, we are offering you [stock options, bonuses, commission, company car, vehicle allowance, etc.]. Your holiday entitlement is [insert days] per year.

As an employee of [company name], you are also eligible for our benefits programme, which includes [private healthcare insurance, dental insurance, rewards scheme, flexi working, CPD, wellness package], and other benefits which will be described in more detail in the [employee handbook / terms and conditions of employment].

To accept this offer, please sign this letter and the attached written statement of terms and conditions of employment, and send it back to [insert details].

We are delighted to offer you this opportunity, and look forward to you joining the team and working with you. We believe your skills and experience are an excellent match for our company.

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 [company telephone number] or [email address].

Yours sincerely,

[Your print name]  
[Your job title]

**For the candidate to sign and return**

I accept the job offer outlined in this letter.

|  |  |
| --- | --- |
| Signature: |  |
| Printed name: |  |
| Date: |  |