Job offer letter template

**[Successful candidate’s full name]**

**[Successful candidate’s address]**

**[Date of letter]**

Dear **[successful candidate’s first name]**,

Following **[the organisation’s recent selection / your recent interview]**, I am writing to offer you the post of **[title of job]** at the salary of **[amount]** per year, starting on **[start date]**.

On starting, you will report to **[manager’s name]**.

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

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

* Continuous employment – your previous employment **[counts / does not count]** as part of a period of ‘continuous employment’ (working for the same employer without a significant break). **[Optional]** This began on **[date continuous employment started]**.
* Place of work – **[insert address]**
* **[Optional]** Other places you may be required to work at – **[insert addresses]**
* **[Optional]** Working abroad – you may be required to travel outside of the UK for a total of up to **[number of months]** in any 12-month period. **[Insert terms that apply to working abroad]**.
* Hours of work – **[number** – for example, 40**]** per week, **[days and times** – for example, Monday to Friday, 8:30am to 5:30pm, including 1 hour lunch break; and 1 Saturday in 4, 9am to 1pm, with time off in lieu for weekend working**]**
* Salary – reviewed every **[period** – for example, 12 months**]** with **[ job title of manager** – for example, your head of department**]**. Your monthly salary will be paid into your **[bank / building society account]** on the **[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]**
* Company pension – **[insert where more information can be found]**
* Collective agreements – **[insert details of any collective agreements or state if there are none]**
* Holiday entitlement – **[number]** days per year plus **[number]** bank holidays. The holiday year runs from **[dates** – for example, 1 April to 31 March**]**
* Holiday pay – **[insert details, including how holiday pay is calculated if candidate leaves]**
* Absence – if you’re absent from work for any reason you must inform **[name]** by telephone as soon as possible, but no later than **[deadline]**.
* Sick pay – you may be entitled to be paid if you’re not able to work due to sickness or injury. **[Insert terms of Statutory Sick Pay and any contractual sick pay]**.
* Other paid leave – **[Insert details of any statutory or additional paid leave candidate is entitled to]**
* Probationary period – there will be a probationary period of **[length of probationary period** – usually 3 or 6 months] which will have to be completed satisfactorily. **[Insert conditions of probationary period]**.
* Performance management – a review with **[name or job title** – for example, line manager**]** every **[period** – for example, 3 months**]**, with a full structured appraisal every **[period** – for example, 12 months**]**
* Training – **[insert details of any training that must be completed by the candidate and whether this is paid for by the employer]**. **[Insert details of non-compulsory training provided or where to find information about this]**.
* Notice period – **[insert details** – for example, during the probationary period, 1 week’s notice by you or the employer; after the probationary period, 1 month’s notice by you or the employer**]**
* Grievances – if you wish to raise a grievance, you should put it in writing to **[job title / your manager]**. **[Insert where to find grievance procedure]**.
* Disciplinary rules and procedures – **[insert where to find disciplinary rules and procedures]**. If you’re unhappy with any disciplinary decision taken in relation to you, you can appeal in writing to **[job title]**.

We will provide you with the employee handbook on your first day of employment.

As explained at your **[assessment day / interview]**, this job offer is made subject to satisfactory results from necessary pre-employment checks.

If you have any queries on the contents of this letter or the pre-employment checks, please do not hesitate to contact me on **[the letter writer’s telephone number]** or **[the letter writer’s email address]**.

To accept this offer, please sign this letter and send it back to **[insert details]**.

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,

**[The letter writer’s name and job title]**

**[Business or organisation name]**

**[Business or organisation address]**

For the candidate to sign and return

I 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]**

Date: **[insert date]**