[*by email only to:* [*example@recipient.co.uk*](mailto:example@recipient.co.uk)*]*

*Recipient Name*

*Address Line*

*Address Line 2*

*City, Postcode*

*Country (if applicable)*]

*Your Company Name*

*Address Line 1*

*Address Line 2*

*City, Postcode*

Telephone: *01234 456789*

Email: [*example@company.co.uk*](mailto:example@company.co.uk)

Date: 10 August 2022

Dear [insert candidate name]

**Job offer:** [job title]

Further to our telephone call on [insert Day Date Month], I am delighted to formally offer you, on behalf of [insert name of company / employer], the role of [insert job title].

We were delighted with your performance at [our assessment day, interview(s)] and feel that you will be an excellent addition to our team.

**Description of the role**

The role is a [full-time / part-time] position with [number of hours] hours per week required across [insert days of work, e.g., Monday-Friday inclusive OR Monday, Wednesday and Thursday].

The position is a [remote-working / flexible / hybrid / office-based / on-site] role. Your place of work will be [insert office address]. You must be available during the core operating hours of [10]am to [12]pm (GMT and GMT+1 during BST) on [all working days].

The role is a [permanent / fixed-term / temporary post OR temporary parental leave cover position].

You will work with [insert details of team] and be responsible for [short summary of duties – can be bullet points if required]. You will report to [insert name(s) and position(s) of supervisor(s)].

**Compensation and benefits**

Your salary will be £[salary in figures] per annum [with performance-based bonuses potentially payable in (month]) of each year].

You will also receive a comprehensive benefits package, including:

* [NN] working days of holiday ([inclusive OR exclusive] of [N] public holidays)
* Minimum employer pension contribution of [^]% [(employee matched up to [12]%)]
* Private medical insurance
* [N] months of paid parental leave,
* [N] wellbeing days and [N] charity days
* £[NNN] annual training and development allowance
* [flexible/ fully remote working with home office stipend and top-of-the-line equipment]
* [any other benefits, e.g., company culture/social events, childcare benefits, subsidised gym memberships, employee assistance programmes, meals, discounts etc.]

**Conditions**

This offer is made subject to the completion of the following to the satisfaction of [the company / name of employer]:

* [reference and background security checks [including [specify names if necessary]]]
* [proof of eligibility to work in the UK or completion of a medical questionnaire]
* [any other conditions that you may wish to include, for example obtaining certain qualifications, the signing of confidentiality/ non-solicitation agreements]

**Start Date and Next Steps**

Should you decide to accept this role, your anticipated start date is [DD] [Month] [YYYY] (assuming all conditions noted above are fulfilled in a timely manner). Should this date not be convenient/suitable please let us know as soon as possible.

If/ when we receive your acceptance of this offer, we will:

* Contact your references and progress within [NN] days/weeks
* Be in touch with a full statement of employment terms /employment contract
* Provide you with copies of all employee policies
* Arrange for regular catch ups (to discuss equipment, arrange a team introduction etc.)

**Contact**

If you have any questions about this offer or need to contact us for any reason, please contact me on the email address or telephone number above. My working hours are [detail working hours and days].

If I am unavailable, please contact [name] via email: [email address] or telephone: [telephone number].

**Acceptance**

If the terms outlined above are acceptable to you, please email [name of contact] [at the address above] to confirm within [five] working days of the date of this letter. If you are unable to comply with this requirement in the timescale indicated, please contact [name of contact] with the reason for the delay.

If you do not keep us informed, and we have not received an acceptance as indicated above, we reserve the right to withdraw this offer.

Yours sincerely

[insert signature]

[insert name]

[insert job title]

[insert telephone number and email address]