

JOB OFFER SAMPLE

The job offer (on letter-headed paper) should be friendly and upbeat. The candidate has been successful in the selection process and you want to instil confidence that you believe they are the right person for the role and that you are offering an exciting role and opportunity in a professional organisation.

Company name

Address

Date

Dear **Mr/Mrs/Miss/Ms/title on their application**

Re: Offer of(**name of post**)

I am delighted to offer you the position of within the department ofsubject to satisfactory references (**if you wish to take up references**).

The salary for the position is £.....(**could be an hourly rate or annual salary etc**) and the post is.....(**permanent, fixed term up to, seasonal etc.**).

We would like you to commence employment with us on..... There will be a probationary period of (**usually three months**) within which the notice period for both you and**name of employer** is(**usually one week**). After the successful completion of your probationary period, the notice period will be.....(**length usually depends on seniority of the post**).

You will be working within theoffice (**specific location**) (**optional clause: but there may be times that you'll be required to work in our other offices, depending on the needs of the business.**)

You will report to.....and your working hours will be from.....(**optional clause: due to the nature of this post, you may be required to work additional hours as are reasonably necessary to perform your duties as.....(job title).**)

In addition to your salary you will also be entitled to **(outline benefits on offer for the employee such as; holiday entitlement, profit/performance related bonus, private healthcare cover etc.)**

To confirm your acceptance of this post please sign both copies of this letter as indicated overleaf and return one copy to me bydate. **(Can ask them to sign, scan and email or send but must get authentic signature).**

We really hope that you decide to accept this offer and look forward to working with you in the future. If you have any further queries please don't hesitate to contact me **(tel. no/email address).**

Yours sincerely

(Name and job title of person who is authorised to make an offer)

I accept the terms of conditions outlined in the offer letter and confirm that I am able to commence the post on.....(date).

Printed name:

Signature:

Date: