Employment Documents

Letter - Offer of Employment

[Date]

[Name]

[Address]

[Address]

[Address]

[Postcode]

Dear [name]

Further to our telephone conversation, I have pleasure in offering you the position of [job title] subject to our receipt of satisfactory references [any other conditions should be included].

Two copies of this letter are enclosed. I should be grateful if you could sign and return one copy to accept the offer. The second copy is for your records.

The terms and conditions of employment will be as follows:

1. You will be employed by the [name of project] as a [job title].
2. Your normal place of work will be the offices of the [name of project], which is currently at [address of project].
3. You will be paid a salary of £[amount] per annum directly into your bank account on the [date] day of each month (or the nearest working day).
4. You will be employed on a full time [part time] basis working 35 [number] hours each week.
5. A probationary period of [number] months will be applicable to this employment.
6. You are eligible to become a member of the [details of pension scheme].
7. You are entitled to [number of days] days holiday per year [pro rata]. In addition you are entitled to public holidays [calculated on a pro rata basis].
8. You are usually entitled to contractual sick pay at your normal salary for [length of period in weeks]. Thereafter you will be entitled to Statutory Sick Pay.
9. You will be required to give [4] weeks’ notice to terminate your contract.

A full Contract of Employment will be issued to you once you have accepted this offer and satisfactory references have been received.

I should be grateful if you could contact me to confirm a suitable start date for your employment.

Yours sincerely

[Manager’s name]