Date

***Private & Confidential***

Name

XXX

XXX

Dear XXX,

Following your recent interview, we are pleased to confirm our offer of employment as XXX (in the XXX Department) at the starting salary of £XXX per annum, subject to the below conditions:

* Receiving satisfactory references;
* Documentary evidence of your stated qualifications; (if needed)
* Documentary evidence of your right to work in the UK; and
* An enhanced certificate issued by the Disclosure and Barring Service. (if needed)

As we discussed, normal hours are XXXam to XXXpm, XXX to XXX but you will be expected to work such hours as the demands of the business require.

I have enclosed an outline of our pension provision for your information; full details of all your terms and conditions of employment are contained in the written statement of particulars and the staff handbook and other employer policies and procedures, copies of which will be sent to you once the above outlined conditions have been met.

If you have any questions regarding the content of this letter, please do not hesitate to contact me either by emailing [XXX](mailto:anna.mitchell@leeds.anglican.org) or telephoning XXX.

Yours sincerely

XXX

XXX