

[State method of delivery]
PRIVATE & CONFIDENTIAL
[Employee Name]
[Employee Address]

[Date Letter Sent]

Dear [Employee Name]

[Job Title]

Further to your recent interview, we are delighted to offer you the job of *[insert job title]*.

Your rate of pay will be [amount] per [annum/hour]. You are entitled to 5.6 weeks annual leave per annum. *Drafting note – you can amend the number of weeks or days annual leave but it must meet the statutory minimum of 5.6 weeks.*

Further details of our offer of employment are set out in the enclosed contract.

Please sign both copies (they are identical) and either return one to us in advance in the enclosed envelope or bring it with you on your first day. Please also bring evidence of your right to work in the UK on your first day (this may be your passport or visa).

This offer is conditional upon you having the right to work in the UK and being free from restrictions which prevent you from working for our business.

We would like your employment to start on [date].

Please confirm your acceptance of our offer by [date].

Yours sincerely

[name]
[position]

There are minimum requirements for a contract of employment and specific details which must be included. A contract of employment should be issued before 8 weeks completion of employment, please contact us if you require information for a contract of employment.