

**Sample job offer letter**

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[New employee’s address]

[Date]

Dear [New employee’s name]

**Job offer**

We are delighted you have accepted the offer of the position of [job title] at [your business name], commencing [start date].

1. You will work within the department/team and your line manager will be [add manager’s name].

[Add brief, bullet-pointed job description here]

1. Your starting salary is [£XX] per annum. Salary reviews take place in [month]. [Add in details of any additional benefits (eg medical or pension) here].
2. To help you to develop your performance, informal reviews will take place every quarter, with a formal annual appraisal that will take place in [month] each year.
3. This offer is subject to references. Please supply the names and full contact details of two referees.
4. You will need to bring in your passport or other documentation that proves you are entitled to work in the United Kingdom.
5. Your holiday entitlement is [XX] days per annum, plus bank holidays. [Give details of any additional holiday accruement based on service].
6. Hours of work are [XX] hours per week including [XX] lunch breaks. Hours of work may vary, but standard hours are from [9.00am to 5.30pm]. It may be necessary on occasions to work outside these hours.
7. Your probation period is [X] months [(three months is usual)]. During this period we will assess your progress. Any serious issues – on either side – should be raised as they occur.

I attach a job description, which outlines your basic role. I’d be grateful if you would accept this offer by signing the enclosed copy, completing the enclosed New Employee Information form and posting them back to us. We will then draw up a contract of employment for both parties to sign. Let me know if you have any further questions at this point. We look forward to welcoming you to the team.

Yours sincerely

[Your signature]

Signed…………………………………. Date……………………………

[Type employee’s name here]