APPENDIX 2O – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing, insert details for individual in areas highlighted in grey and consider/reflect company policy in areas highlighted in blue.)*

**SAMPLE LETTER – OFFER OF EMPLOYMENT**

*Name*

*Address*

*Post code*

*Date*

Dear xxxxxxxxxxxxxxx

Following your recent interview for the position of *xxxxxxxxxxxxxxx* I am pleased to inform you that the company would like to make you an offer of employment. Your job title will be *xxxxxxxxxxxxxxx*. A copy of the job description is enclosed for ease of reference.

This appointment is (*permanent/fixed term/temporary/from month to month*).

The salary for this position is *£xx,xxx*. You will be entitled to *X* days annual leave and *X* days public holidays. Standard working hours are *X* per week exclusive of lunch breaks. The standard hours of work are from *X* to *X* daily.

Your employment with the Company would be on the terms set out in the enclosed contract of employment and Company Handbook.

This offer is conditional on satisfactory references (and a medical check if applicable).

This offer is also subject to:

* Receipt of original certificates as proof of relevant qualifications (if applicable and if not already received, checked and copied).
* Receipt of original documents as proof of your right to work in the UK, as specified by the UK Borders Agency (if not already received and copied).

Please contact me at the number below as soon as possible to confirm your acceptance of this offer.

Yours sincerely

*Contact Details*