

SAMPLE JOB OFFER LETTER

Name & Address of Candidate

Date

Ref: _____ **POST**

Dear _____

I am writing to confirm my offer of a position at _____ as a _____. The hours will be _____ per week _____ daily. This position is offered subject to satisfactory reference and pre-employment checks and completion of the three-month probationary period during which time your performance will be reviewed.

This is a permanent position and you will therefore be entitled to all staff benefits. Your starting date will be _____. You will be paid at a rate of _____ per hour. Your salary will be paid directly into your bank account on the _____ of each month. You will be entitled to _____ days holiday per year pro-rata, plus Bank Holidays. The Holiday year runs from Jan 1st - Dec 31st.

Please find enclosed clearance forms which I would be grateful if you could complete and return to me as soon as possible.

We are all looking forward to working with you and hope you will soon feel part of the team. If you have any questions, please contact me.

Yours sincerely

Manager