

Guide 2.1 (T) : Making the Job Offer – Template Offer Letter

[Successful candidate's full name]

[Successful candidate's address]

[Date of letter]

Dear [successful candidate's first name],

Offer of Employment: [Job Title]

I have pleasure in offering you a position as a [job title] with effect from [start date].

I attach two copies of your Statement of Main Terms or Contract of Employment. Please sign and bring one copy with you on your first day, retaining the other copy is for your own records. In summary:

- Your starting salary will be [salary]
- The company operates a pension scheme that meets the requirements of automatic enrolment and which you will be enrolled into subject to meeting the requirements of the scheme.
- Your contractual working hours will be [hours] per week. Your normal working hours will be [normal working pattern].
- You will be entitled to [number of] days holiday each year, which includes normal bank holidays pro-rated to take account of your working hours.

This offer is conditional upon completion of standard pre-employment checks, including confirmation of your entitlement to work in the UK and receipt of satisfactory references. I would ask therefore, if you could ensure that on your first day you bring with you your P45 or HMRC Starter Form, your passport, National Insurance Number, utility bill or other proof of address to enable the necessary formalities to be completed. I would also be grateful if you could complete and bring with you the attached health questionnaire, payroll details and personal information form, duly completed.

I am very much looking forward to welcoming you to the company. Please report to [where to go] at [time and date].

In the meantime, if you have any questions, please do not hesitate to let me know.

Yours sincerely,

Managing Director

Enclosures (for completion, signature and return)

Statement of Main Terms/Contract of Employment
Health Questionnaire

Payroll Information Sheet
Employee Details Sheet