Name

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Postcode [Date]

Dear [name]

This letter is a formal offer of a position at [company name] as [job title] at [place of work address].

Your starting date is [date] and your hours are [number of hours and days] with an unpaid [30/60-minute] lunch break.

The starting salary will be [£ ] per annum paid in arrears on the [date] of each month.

Your employment contract will follow shortly.

The first [number] months of the contract are a probationary period to allow both you and us to be sure that the role is what you want and that you are suited to the position. During this time, the notice period on either side will be one week and no contractual sick pay will be paid.

I am very pleased to offer you employment with [company name] and I hope that you will accept the offer of employment and be very happy with us.

Please respond to this email/letter by [email/post/phone call] to confirm your interest in the role.

Your sincerely,

Name

Role Title

Company