

## 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