

[add date]

Add/delete information in brackets as appropriate

[add address]

Dear [add name],

Thank you for attending the recent interview(s) with us. We very much enjoyed meeting you and I am now pleased to make you an offer of employment as [job title] starting on [date] [as soon as possible].

Full details of the terms of your employment are in your contract of employment [and the Staff Handbook] [and any documents referred to within these]. Two copies of your contract are enclosed and you should read it carefully before accepting this offer. In case of any conflict or inconsistency the contract will prevail.

As I am sure you will understand, this offer must also be conditional upon all of the following being satisfactorily complied with:

- our obtaining two references for you which are satisfactory to the Company;
- your showing us the certificates for all your formal qualifications;
- [your being passed as fit after a full medical [(including an eye test)] by a medical practitioner appointed and paid for by us;]
- your being free from any contractual restrictions preventing you from accepting this offer and starting work on the date agreed, your producing documentary evidence of your right to live and work in the UK. You are required to produce one original document from the enclosed list 1 or two original documents from the enclosed list 2.
- [your showing us your driving licence.]

Should you start your employment with us before all these conditions are satisfied, and they are not later satisfied within a reasonable time, you need to be aware that we reserve the right to terminate your employment without notice.

To accept this offer please sign and date both copies of the enclosed contract of employment and return one of them to me within ten days of receiving this letter, [indicating your earliest possible start date]. Please keep your copies of these documents safe. If you decide not to accept this offer I would be grateful if you could notify me within the same time frame.

We are all looking forward to working with you and we hope very much that you choose to accept this offer.

[Title and name of signee]

Enclosed

List 1

List 2