# Example Offer Letter

Employee Name

Address

Address

Address

[DATE]

Dear [Name of Employee]

**RE: Offer of Employment for the Post of [Job Title]**

Further to our recent discussions, I am writing to confirm our offer of employment regarding the post of [JOB TITLE] with [COMPANY NAME].

Your salary will be [SALARY]. Optional: Other benefits will include:...........

We suggest a start date of [START DATE] at [START TIME]. Please ask for [NAME] upon arrival. Should this start date not be convenient please let us know.

Please find enclosed your contract of employment which sets out the terms and conditions of your employment. Please review the document and return one signed copy to me prior to your start date.

Please note that this offer is subject to The Company receiving two satisfactory references. These should be supplied prior to commencing employment.

On your first day with The Company please bring your passport, evidence of you eligibility to work in the UK and your P45/P46 as applicable.

We look forward to you joining us. In the meantime, should you have any further questions or questions relating to the contract of employment, please do not hesitate to contact me.

Yours sincerely