

## **CONFIDENTIAL**

[Candidate Name]  
[Candidate Address],

[Date]

Dear [Candidate Name],

### **Re: Offer of Employment as [Insert title] – [Company Name]**

Following our recent communications and meetings, I am delighted to be writing to offer you the position of *[Job Title]*, based at our *[Office Name & address]* starting on *[Start date]*.

The outline terms of your employment are as follows:

- In the position you will report to *[Manager/Director Name]*
- *[£]* \*\* Basic gross salary per annum
- *[£]* \*\* Car allowance pa (if applicable)
- Business Mileage \*\**p per mile* (if applicable)
- \*\*% of net sales/rental banking which will rise to \*\*\*% *[detail commission structure/scale]*

### **Hours of work**

*[List working week and hours]* for example, *Your normal hours of work will be 8.30am-5.30pm Monday to Friday with ½ an hour for lunch and 8.30am-14.00pm every other Saturday. However, you may be required to work such additional hours as the needs of the business require.*

### **Probationary Period**

*[State probationary period]*

### **Holiday**

*[Detail holiday entitlement]* for example, 28 days holiday including Bank holidays with an extra day given every year for five years, after five years 33 days. Holiday year runs 1<sup>st</sup> January – 31<sup>st</sup> December.

This letter forms part of your contract of employment.

The other terms and conditions of your employment will be stated in your contract of employment and Company handbook.

### **Company Pension**

*[State pension contributions]* for example, The Employer will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008. We are offering a 3% contribution subject to you contributing 5%. You will be automatically enrolled into our NEST Pensions Scheme however you can opt out if you wish. You will need to opt out as we are legally bound to auto enroll regardless.

## References

Please note that this offer is subject to the Company receiving satisfactory references. These should be supplied prior to commencing employment. These would ideally include your current employer.

### **On your first day with The Company please bring *[list as appropriate]***

- Your passport
- Evidence of your eligibility to work in the UK
- P45 & P46 as applicable.
- Drivers license
- Evidence that you have insurance for your vehicle and that it covers you for Business use.

If you have any queries on the contents of this letter or the pre-employment checks, please do not hesitate to contact me on [Contact number] or [Contact email address]

To accept this offer, please kindly confirm by return.

I have every confidence that this is the beginning of a long and successful career for you with [Company name]

Finally, could I say how much I am looking forward to you joining the team and helping to contribute towards the performance and success of [Company Name].

Yours sincerely,

[Name]

[Title]

Cc: [HR/Personnel]

Enc.