

# Offer of Employment

***i** Use this conditional offer letter once you have chosen your candidate. A full written statement of terms (the contract) should follow on or before the first day of employment.*

[Date]

## PRIVATE & CONFIDENTIAL

[Candidate full name]

[Address line 1]

[Postcode]

Dear [Candidate first name],

Following your recent interview, we are delighted to offer you the position of [job title] at [company / store name]. We were impressed with you and look forward to welcoming you to the team.

This offer is made conditional upon the following: satisfactory references, proof of your right to work in the UK, [a satisfactory DBS check — if required for the role], and successful completion of a probationary period.

## Main terms of the offer

|                            |                                                           |
|----------------------------|-----------------------------------------------------------|
| <b>Job title</b>           | [Job title]                                               |
| <b>Reporting to</b>        | [Manager name / job title]                                |
| <b>Location</b>            | [Store / site]                                            |
| <b>Start date</b>          | [Date]                                                    |
| <b>Salary / rate</b>       | £[amount] per [year / hour]                               |
| <b>Hours of work</b>       | [e.g. 37.5 hours per week, including some weekends]       |
| <b>Probationary period</b> | [e.g. 3 months]                                           |
| <b>Holiday entitlement</b> | [e.g. 28 days per year including bank holidays, pro rata] |
| <b>Notice period</b>       | [e.g. 1 week during probation, then 1 month]              |

A full written statement of your main terms and conditions of employment will be provided on or before your start date. This offer, and your continued employment, are subject to the conditions set out above.

To accept this offer, please sign and return the acceptance section below by [date]. If you have any questions in the meantime, please do not hesitate to contact me.

Yours sincerely,

**[Name]**

[Job title]

[Company / Store name]

## Acceptance

I accept the offer of employment on the terms set out in this letter.

|                           |                  |
|---------------------------|------------------|
| <b>Signed (candidate)</b> | _____            |
| <b>Name</b>               | [Candidate name] |
| <b>Date</b>               | _____            |

**i** *Keep the conditions genuine and consistent for all candidates. Do not ask a new starter to begin work before right-to-work checks are complete.*