[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Employment Offer Letter

Offering a role in writing: the job, the pay, the start date, and the conditions of the offer.

[DD Month YYYY]

To: **[Candidate name]**

[Candidate address line 1]

[Candidate address line 2]

[Town or city], **[Postal code]**

Subject: Offer of employment - [Job title]

Dear **[Candidate name]**,

We are pleased to offer you the role of **[Job title]** in **[Department]** at **[Company name]**. You will report to **[Manager name]**, **[Manager job title]**.

Offer summary

Field	Entry
Role	**[Job title]**
Department	**[Department]**
Reports to	**[Manager name]**, **[Manager job title]**
Start date	**[Start date]**
Place of work	**[Place of work]**
Working hours	**[Working hours]**
Gross salary	**[Currency]** **[Gross annual salary]** per year
Pay frequency and pay date	**[Pay frequency]** on **[Pay date]**
Probation period	**[Probation period]**
Notice period	**[Notice period]**
Annual leave	**[Annual leave entitlement]** each year, plus **[Public holidays]**

Your employment will start on **[Start date]**. Your place of work will be **[Place of work]**. Your normal working hours will be **[Working hours]**.

Your gross salary will be **[Currency]** **[Gross annual salary]** per year, paid **[Pay frequency]** on **[Pay date]**, before deductions. Your salary will be reviewed on **[Salary review date]**.

[Company name]

Your employment will be subject to a probation period of **[Probation period]**. During probation, either party may end the employment by giving **[Notice period during probation]**. After probation, the notice period will be **[Notice period]**.

Benefits

In addition to your salary, you will receive the following benefits:

- **[Benefit 1]**
- **[Benefit 2]**
- **[Benefit 3]**

Your annual leave entitlement will be **[Annual leave entitlement]** each year, plus **[Public holidays]**. Full details of your benefits and leave are set out in **[Benefits and leave details]**.

Conditions of this offer

This offer is conditional on us receiving satisfactory references and evidence of your right to work. Please send these to **[Contact name]** by **[Documents due date]**.

Please confirm your acceptance by signing below and returning this letter by **[Offer expiry date]**. If we do not hear from you by then, this offer may be withdrawn.

We look forward to welcoming you to **[Company name]**.

Yours sincerely,

[Hiring manager name]

[Hiring manager job title]

[Company name]

[Contact telephone]

[Contact email address]

Acceptance

I, **[Candidate name]**, accept the offer of employment on the terms set out in this letter.

Signature	**[Signature]**
Name	**[Candidate name]**
Date	**[Date of acceptance]**