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[Insert organisation name and address]

[Insert letter date]

[Insert name and address of prospective employee]

Letter For Offer Of Employment

Dear *[Insert name of employee]*

Re: Post of *[Insert exact job title and position]*

Further to your recent interview I am writing to confirm our offer of employment regarding the above stated post, commencing on *[Insert start date of job]*.

Your appointment is subject to the receipt of satisfactory references from the referees whose details have been provided by you.

[Include or delete the following statement as applicable –

Your appointment is also subject to the following conditions, [Insert conditions, e.g. proof of required qualifications].

**Sample document – the remaining are clause headings only
Full document contains all clauses**

Trial Period

Salary Details

Other Terms of Employment

Acceptance

Further Details

We look forward to you joining us.

Yours sincerely

[Insert full name, position and department]

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