

Job Offer Letter Template

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Last updated: April 2016

[Your company Logo] [Candidate’s full name]

 [Candidate’s address]

 [Date]

[Employer’s name]

[Employer’s address]

Dear [Candidate’s name],

I’m writing to let you know the outcome of your recent interview at [Company name]. It is with great pleasure that I would like to extend to you a job offer. Here are the details of the role you would fulfil:

Job title: [Job title]

Position type: [Temporary/Fixed-term/Permanent]

Starting salary: £[Salary amount] per year

Starting date: [Starting date]

Probation period: [Length of probation period]

For full details, please see the attached Written Statement of Terms and Conditions of Employment. [Be sure to attach the document!]

This offer is made subject to our pre-employment checks having satisfactory results. You will also need to successfully complete a probation period, the length of which is stated above.

 If you would like to accept this job offer, please sign and date the attached copy of this letter and return it in the stamped envelope provided. [Be sure to attach a copy of the letter and a stamped and addressed envelope]

Please keep your copy of this letter safe as its part of your contract of employment.

If you have any questions about the contents of this letter or the Written Statement of Terms and Condition of Employment, please don’t hesitate to get in touch. You can contact me at [Contact details].

I am delighted to offer you this opportunity and look forward to your response.

Yours sincerely,

[Your signature]

[Your name]

[Your job title]

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To be completed by [Candidate’s name]:

I have read and accepted the terms and conditions in this letter and the Written Statement of Terms and Conditions of Employment and would like to accept this job offer.

Signed……………………………………………………….

Name………………………………………………………...

Date…………………………………………………………..



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