**PRIVATE AND CONFIDENTIAL**

[Insert name]

[Insert address]

[Insert date]

Dear [name],

Further to your interview on [insert date], I am delighted to offer you a fixed term position in the role of [Job Title]. Your employment will commence on [insert date] at a starting salary of £[insert salary] per annum/pro-rata.

You should note that this offer of employment is conditional upon and subject to the receipt of [delete as appropriate – satisfactory references/a satisfactory Disclosure and Barring Service check/evidence of your eligibility to work in the United Kingdom/evidence of your qualifications].

[Select from the paragraphs below and delete as appropriate]

This contract will run for a period of [insert number] [delete as appropriate – weeks/months/years], and therefore will end on [insert date]. The Company reserves the right to terminate the contract earlier than this date.

[OR]

This contract, as temporary cover for one of our employees who is on [delete as appropriate – maternity leave/sick leave/other leave], will terminate upon the return of that employee. We expect they will return to work on [insert date].   
If the employee returns from leave earlier than expected, the Company reserves the right to terminate your contract earlier than this date.   
If this happens, we will provide you with the statutory minimum notice to terminate the contract. We do not envisage that we will need to extend or reduce the period of cover, however, you will be kept fully informed if the date of the employee’s return changes.

[OR]

This offer of employment is in connection with [insert details of project or task] and will terminate upon the completion of the [delete as appropriate – project/task]. We expect that the contract will terminate on [insert date]. However, this may be subject to change and the Company reserves the right to terminate your contract earlier than this date. If this happens we will provide you with the statutory minimum notice to terminate the contract.

Once this fixed-term contract has concluded, we may consider offering you continued employment if any becomes available, however, we are unable to make any guarantees at this stage.

Please can you sign the enclosed copy of this letter and return it to me by [insert date] to indicate your acceptance of this offer.

Please do not hesitate to contact me if you have any queries regarding this appointment. In the meantime we would like to welcome you to our organisation and trust that our temporary association will be a success.

Yours sincerely,

**[Insert name]**

[Insert job title]

*[email address]*