**PRIVATE AND CONFIDENTIAL**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

Further to your recent interview, I am delighted to offer you the position of [insert job role] with effect from [insert date] at a starting salary of £[insert salary] per annum.

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]. Please note, your employment will be subject to a successful completion of a probationary period of [insert length of probationary period]. You will be informed of the successful completion of your probationary period in writing.

You will be provided with a contract of employment, applicable to this post.

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

In the meantime, we would like to welcome you to our Company and trust that our association will be long and mutually satisfactory.

Yours sincerely,

[**Insert name**]

[Insert job title]

[email address]