

Your Company Address

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Applicant's Address

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.....

Date

Dear *(Applicant's Name)*

Following your recent interview with *(Company Name)*, we are pleased to be in a position to offer you employment as a *(Job Title)*.

The below paragraphs detail your conditions of employment:

- Job Title*
- Terms of Employment*
 - Wages, Salary*
 - Hours*
 - Pension Arrangements (if any)*
 - Benefits*
 - Holidays*
- Starting date and time*
- Location of the job*
- Any conditions such as a probationary period of three months*

Please indicate in the space provided below whether you wish to accept this offer of employment. Please fill out both copies of this letter, retain one and return the other. Should you wish to discuss anything with me, please do not hesitate to get in touch on *(your telephone number)*.

May I take this opportunity to congratulate you on your success, and I look forward to working with you.

Yours sincerely

(Your Signature)

(Your Name and Title – Printed)

PLEASE SIGN AND RETURN

I, *(candidate's name)*, accept / do not accept the offer of employment detailed in the present letter. (Please delete as appropriate)

SIGNED
DATE