**Ref. No: xxxx**

**Date: dd/mm/yyyy**

**Name of Potential Staff**

**Physical address**

**Telephone**

**Email address**

**Subject: Conditional Offer Letter**

**Dear xxxx,**

On behalf of name of organization, we are pleased to offer you the position of **xxxxxxxxx**.  In this position, you will be reporting to the **xxxxxxx**.

Kindly note that your position will be placed in name of organization salary grade **xxxxxxxxxxx.**

Your Salary & Remuneration package will include the following;

1. Basic Salary: [Insert applicable information]
2. Allowances: [Insert applicable information]
3. Gross salary: [Insert applicable information]
4. Benefits

[Insert applicable information]

[Insert applicable information]

1. Leave entitlement: [Insert applicable information]

All employment offers with name of organization are conditional upon the receipt of satisfactory references. The employee is expected to adhere to conditions contained in the Safeguarding, Child safeguarding, Protection from Sexual Exploitation and Abuse Policies and the Code of Conduct. Breaches in these policies will be dealt with in accordance with the name of organization policies and may lead to sanctions being imposed including re-assignment of duties or termination of employment.

Please note that your contract of employment will be for **definite period** with possibility of extension and **xx days probation period** will apply. All other employment details will be provided upon receiving your reference letters and acceptance letter from your end.

We would be grateful to receive your written acceptance of this offer within xxx days are delighted to have you as part of name of organization team.

**Sincerely,**

**Name of Officer**

**Title**