

First name of interviewee Surname of interviewee

Date of letter

Dear salutation rule Surname of interviewee

### Offer of employment

Your commencing gross Wage/salary (subject to tax and N.I.) will be Amount of salary/wage per Per week/annum payable When paid in arrears.

You shall work Days per week day per week on the following day: Working days. Your normal hours of work will be from Start time to Finish time. You will not be entitled to a break.

You may also be required to work a certain amount of overtime when the needs of the business require it. Payment will be made for overtime.

This offer letter Part of employment contract be regarded as forming part of your contract of employment.

If you are currently employed then please inform me of your current notice period. Please also confirm whether you are bound by any provisions in your current or a former employer's contract of employment that restrict you from taking up employment or performing certain duties or roles elsewhere (generally known as restrictive covenants). If so, then this offer is made subject to you providing me with a copy of your employment contract(s) and us being satisfied that your ability to perform your duties will not be restricted by the terms contained in the contract.

I look forward to seeing you at Start time first day on Commencement date when you should report for work to where to report rule and bring with you your P45, National Insurance number and your bank account details.

If there are any aspects of this offer of employment that you would like to discuss further, please do not hesitate to contact me.

Yours sincerely

Name rule  
Job title1