

Training trainee solicitors

Sample offer letter

Education and Training Unit
Version 1

Dear

Appointment as a trainee solicitor

Thank you for attending for interview on

I am pleased to confirm our offer of a *(type of)* training contract for *(length of contract)* to start on *(date)* and end on *(date)*.

This offer is subject to *(name of organisation)* receiving satisfactory references and *(for a full-time contract)* on you providing written confirmation that you have successfully completed the Legal Practice Course. *(Also include any conditions relating to re-sits or re-takes of the Legal Practice Course, the firm's policy on payment for re-sits or re-attendance of the Professional Skills Course, and probationary period before the contract is signed.)*

(You may want to include the firm's policy on granting time to count.)

Your salary will be (£....) per annum payable by *(method of payment)*. *(Include any arrangements for salary review and other benefits.)*

The normal office hours are *(times)*, Monday to Friday, with an hour for lunch. *(Include any arrangements for trainees working evenings or weekends and payment of overtime or time off in lieu.)*

(Name of organisation) practice includes *(areas of law)*. During your training contract you will be given the opportunity to work in at least three areas of law. *(You should add how the training will be organised and indicate whether the trainee's preferences will be taken into account. If you cannot provide three areas of law, you should include information about secondment arrangements.)*

During the training period, you will be entitled to *(number)* days holiday each year. *(Include entitlement to sickness benefit.)*

As far as possible, *(name of organisation)* tries to offer employment to trainees on qualification. However, this cannot be guaranteed.

On your first day, please report to reception at *(address)* at *(time)* and ask for *(name and job title)*.

I would like to wish you every success in your training contract. If you have any queries, please do not hesitate to contact me.

Yours sincerely

(Signature)