

SAMPLE Employment Offer

17 January 2024

Dear _____,

Re: Offer of Employment

I am very pleased to offer you the position of _____. This is a full-time, permanent position with a start date of _____.

This position will have a starting salary of £_____ per year. Your salary is payable weekly, less required deductions.

You will receive one week of paid holiday per year, pro-rated for your first year if applicable. Holidays are to be taken at such time or times as are mutually convenient between the employer and the employee.

You will be reporting directly to _____

- _____

Please remember that this offer is contingent upon meeting the following conditions:

- Agreeing to the terms and conditions of an employment contract.

We look forward to having you join our team and look forward to your response. Should you have any questions please do not hesitate to contact me at _____.

(Employer)