

Sample Offer Letter

SAMPLE OFFER LETTER

This is a sample offer letter that is given to an employee at the time of beginning an employment. It is a template and can be amended according to the particular company in which an employee is being hired.

[Subject to contract]

Dear *[insert name of employee]*,

I refer to **[your interview/our discussion]** on **[insert date]** and write to confirm the Company's offer of employment as *[insert job title]*.

[If accepted, this offer will be formalised in/I attach] [our standard/a] [statement of terms and conditions/contract of] employment] the terms of which will prevail if they conflict with the details given below.]

Terms of Offer

The principal terms of our offer are:

1. an annual salary of [**£ enter amount**] payable [monthly in arrears] on or around the *[insert date]* of each month;
2. a [discretionary] bonus opportunity worth up to *[insert percentage]*% of your salary each year, subject to the terms of the bonus scheme from time to time;
3. you will [initially, at least] be based at our *[insert location]* office;
4. yours is a [*full/part*]-time position and your core hours of work will be from [*8am*] to [*6pm*] from [*Wednesday*] to [*Friday*] [with a one-hour break for lunch];
5. you will [initially] be entitled to [*25*] working days' paid holiday in addition to all public holidays of [insert name of country/state]. The holiday year runs from *[insert date]* to *[insert date]*;
6. you will report to [*[insert name and job title]/the board*];
7. [the first [insert number] [weeks/months] of your employment will be treated as a probationary period during which time your employment may be terminated by

[either you or] the Company on [one week's] notice. Thereafter] your notice entitlement to and from the Company is [*three*] months;

8. you will be entitled to a [fully-expensed] company car[, subject to the terms of the Company's company car policy from time to time in force];

9. we [currently] operate group [medical expenses insurance, life assurance, permanent health insurance, travel and accident] schemes, in which you will be eligible to participate, subject to the rules of such schemes, details of which are available from [*insert job title*];

10. the Company operates a [discretionary] sick pay scheme for which you will be eligible subject to your compliance with its rules, including those regarding notification of sickness absence and provision of medical certificates. [Add any other key terms relating to sickness and sick pay];

11. you will be eligible [after a short qualification period] for membership of the [contributory/non-contributory] [Company] [executive] pension scheme (or such other registered pension scheme as may be set up in place of it) subject to and in accordance with its governing provisions from time to time. The scheme may be terminated or amended at any time in accordance with these governing provisions. Further information about the scheme is available from [the HR Department].
[[No/A] contracting-out certificate is in force in respect of your employment;]

12. [you may be eligible for reimbursement of relevant expenses under our relocation policy if you need to move your main residence to within reasonable commuting distance of your place of work;]

13. [you will be required to enter into [restrictive covenants][post-termination restrictions] protecting the Company's legitimate business interests in the event of your departure from employment];

14. a start date of [*insert date*] [(when your continuous employment would commence)/although your employment will be treated as continuous with your current employment [with [*insert name of current employer*]] since [*insert date*]];

15. [if you have any grievance relating to your employment, you should apply in writing to [*insert job title*]. The grievance procedure applicable to you is [available from [*insert details*]] and does not form part of your contract of employment];

16. [the are disciplinary rules and procedure applicable to your employment, which are [available from [insert details]]. These will form part of your contract of employment but the disciplinary procedure is not contractual. If you are dissatisfied with any disciplinary decision relating to you, you should apply in writing to [insert job title]];

17. [there are no collective agreements that directly affect the terms and conditions of your employment];

Conditions of Offer

[This offer is conditional upon and subject to:

1. your being free to commence employment by no later than [*insert date*];
2. your providing two references which are satisfactory to the Company. [Please provide the name and address of a referee from your present employment and the name and address of another [business/personal] referee. Unless you object, we will contact each referee immediately];
3. [your holding a current, valid [driving/HGV/PCV] licence and producing it to the Company for inspection];
4. your completing a satisfactory Criminal Records check;
5. your providing, before your employment commences, original documents as evidence of your entitlement to undertake employment in the [name of the country/state where the employment is based], , to be checked by us in your presence and copied
6. [*insert appropriate additional clauses here re immigration requirements if the employee is a migrant worker*]
7. your confirming that, by accepting this offer and commencing work on the date proposed, neither you nor the Company will be in breach of any obligations you owe to any third party (in which regard you should seek independent legal advice as soon as possible if you are in any doubt whether or not this is the case);
8. your undertaking to keep the existence and terms of this offer strictly confidential and not to disclose, communicate or otherwise make it public to anyone (except to

[your immediate family and/or your chosen referees to satisfy condition 1 and/or to your current employer (if required to do so under your current terms of employment) until such time as it shall become public knowledge (other than through any breach by you of this condition);

9. [your demonstrating to the Company's satisfaction that you are fit to undertake the duties of the position offered to you by [agreeing to undergo examination by [the Company's/an independent] medical practitioner/providing a medical report or other suitable evidence from your general medical practitioner];]

10. your providing copy certificates or other documentary evidence to satisfy the Company that you have the qualifications claimed in your CV;

11. [your entry into the [restrictive covenants][post-termination restrictions] which [will be provided/are attached for you to sign and return];]

12. your signing dating and returning to me, duly completed, the attached version of this letter by no later than [*insert date*];

I look forward to hearing from you.

Yours sincerely,

[*signature*]

For and on behalf of [*insert name of company*] (the 'Company')

(*on copy letter only*)

I accept the offer on the terms set out above.

I propose to commence employment on: [*insert date*]

Signed:

Name:

Dated: