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Whilst you are welcome to use the documentation as you see fit, we strongly recommend that you take specific legal advice from the team at [Primed](https://primed.co.uk/) as to the appropriateness of the documentation that you intend to issue in your particular set of circumstances. We promise we are very friendly!

In the event that you do use the documentation without first taking our advice, we need to be clear that in those circumstances, no relationship is created between you and any of the Outset Group Companies.

**Please make a copy of this document for your reference and delete this page before issuing it.**

**About Primed**

Primed gives you everything you need to manage a team and keep them safe by giving you access to unlimited employment law, HR and health & safety advice from our team of experts for an affordable monthly fee - plus free access to hundreds of online resources.

We’re part of the Outset Group and are backed by legal expertise. We pride ourselves on getting to know your business and your appetite for risk, as well as the quality of advice we provide and exceptional levels of customer service.

To access more documents like this one, please book a free consultation to find out more or support with this document on 01622 47 41 49 or email [info@primed.co.uk](mailto:info@primed.co.uk).

**RECORDED DELIVERY/DELIVERED BY HAND (DELETE AS APPROPRIATE)**

# PRIVATE AND CONFIDENTIAL

Name

Address

Date

Dear Name

**OFFER OF EMPLOYMENT FOR JOB ROLE**

Following your recent interview, we are delighted to offer you the position of role at the Company. Your start date of employment is [date]/to be confirmed.

Information relating to our offer is outlined in the attached Contract of Employment, but you will find some of the main terms and conditions of employment outlined below:

**Employment Type**

**PERMANENT** Your employment will be permanent.

**FIXED TERM** Your employment is for a fixed term of [number] weeks/months, expiring automatically on [date] unless terminated earlier by either party giving the other [1 weeks’] written notice to terminate it.

**Place of Work**

Your normal place of work will be [insert address]. We may, on reasonable notice, require you to change your normal place of work to the premises of any Group Company or any other location in the United Kingdom which we may reasonably require you to work from and at our sole discretion.

**Hours of Work**

Your normal hours of work will be [X] hours per week, [Monday to Friday inclusive between [start time] and [finish time]] **OR** [5 days per week between Monday and Sunday as determined by the rota] **OR** [specify]. You will be entitled to a [paid/unpaid] daily rest break of [length of break].

**Salary/Basic Pay**

**SALARY**: Your gross basic annual salary is £[insert] per year.

**BASIC PAY**: Your hourly rate of pay is £[insert].

**Holiday Entitlement**

Our holiday year runs between [January and December].

**FOR FULL TIME** Your annual holiday entitlement is [28] days per year inclusive of bank and public holidays.

**FOR PART TIME** [Your pro-rated entitlement is [xx] days/hours per year inclusive of bank and public holidays, which is calculated by reference to the hours of work set out above.]

**Probation**

Your employment is subject to your successful completion of a [X] months probationary period.

Additional details relating to your employment are contained in the Employee Handbook and associated Company Policies and Procedures available to you on commencement of employment.

The Handbook and Company Policies and Procedures do not form part of your contract.

The Company wants all members of staff to have the opportunity to participate equally in the workplace. In order to achieve this in respect of disabled employees, please let us know if any adjustments to the workplace or arrangements would help you to work safely and effectively. If you wish to discuss any particular requirements or concerns you have because of a disability or medical condition please contact name.

Information you provide about any disability or medical condition will remain confidential unless it is necessary to disclose it to other members of staff or outside agencies to ensure the health and safety of yourself and others, or to implement the adjustments you require. In these circumstances we will first discuss with you how and to whom the information may be disclosed.

**Documentation**

On joining the Company on your first working day, please bring the following documents with you:

* P45
* Your National Insurance number
* Your bank or building society address, sort code and account number
* Proof of eligibility to work in the UK
* Driving licence (if applicable)
* Professional qualification certificates

Note that your employment is subject to the following:

* Two satisfactory, professional references
* Satisfactory medical report
* Documentary evidence of your stated [qualifications/degree/diploma/professional qualifications/driving licence etc.]
* Documentary evidence of your right to work in the UK
* Standard/enhanced certificate issued by the Disclosure and Barring Service as discussed with you

It is also subject to you being free from any contractual or other binding obligations which would prevent you from working normally from the start of your employment with us.

Please find enclosed a copy of the Contract of Employment outlining our terms and conditions, and two copies of this Offer Letter.

If you would like to accept this offer, please sign and return a copy of this Offer Letter and retain a second copy of the Offer Letter for your own records. At this time, there is no requirement for you to sign the Contract of Employment as that will be dealt with on day one of your employment.

If you have any queries regarding the terms of this offer or require further information, please do contact me on telephone number.

We require you to confirm your acceptance of the offer by date. If we do not receive a response by this date the offer of employment will be withdrawn.

I look forward to hearing from you and to working with you in the future.

Yours sincerely

Name

Job Title

For and on behalf of name of the Company

I accept the terms of engagement as set out above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_