[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Appointment Letter

Confirming an appointment in writing: the role, the joining date, the salary, and the terms of employment.

Joining kit: please bring on your first day

Tick	Item	Result
	Identity document (passport or national identity card)	
	Proof of address dated within the last 3 months	
	Education and qualification certificates	
	Letters from previous employers	
	Bank details for salary payment	
	Two passport photographs	
	Evidence of your right to work	

Please send copies of these documents to [Contact name] **by** [Documents due date] **if you can, or bring the originals on** [Joining date]**.**

[DD Month YYYY] **To:** [Employee name]

[Employee address line 1] [Employee address line 2] [Town or city]**,** [Postal code]

Subject: Appointment to the role of [Job title] **Dear** [Employee name]**,**

We are pleased to confirm your appointment as [Job title] **in** [Department] **at** [Company name]**. You will report to** [Manager name]**,** [Manager job title]**.**

Role: _____ **Department:** _____

Reports to: _____ **Joining date:** _____

Place of work: _____ **Working hours:** _____

Gross salary: _____ **Probation period:** _____

This appointment is subject to satisfactory references and evidence of your right to work. Please send these to [Contact name] **by** [Documents due date]**. Please confirm your acceptance by signing below and returning this letter by** [Acceptance due date]**. We look forward to welcoming you to** [Company name]**.**

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]

Acceptance

I, [Employee name]**, accept the appointment on the terms set out in this letter.**

Signature: _____ **Name:** _____

Date of acceptance: _____