[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.

Reference: [Reference number] **Date:** [DD Month YYYY]

[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]**.**

Appointment summary

Role: _____ **Department:** _____

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

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

Gross salary: [Currency] [Gross annual salary] **per year**

Pay frequency and pay date: [Pay frequency] **on** [Pay date]

Probation period: _____ **Notice period:** _____

Annual leave: [Annual leave entitlement] **each year, plus** [Public holidays]

Your employment will start on [Joining date]**. Your place of work will be** [Place of work]**. Your normal working hours will be** [Working hours]**.**

Your gross salary will be [Currency] [Gross annual salary] **per year, paid** [Pay frequency] **on** [Pay date]**, before deductions. Your salary will be reviewed on** [Salary review date]**. Your employment will be subject to a probation period of** [Probation period]**. During probation, either party may end the employment by giving** [Notice period during probation]**. After probation, the notice period will be** [Notice period]**.**

Benefits In addition to your salary, you will receive the following benefits: [Benefits].

Your annual leave entitlement will be [Annual leave entitlement] each year, plus [Public holidays]. Full details of your benefits and leave are set out in [Benefits and leave details].

Terms of appointment

This appointment is subject to us receiving 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]**. If we do not hear from you by then, this appointment may be withdrawn. 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: _____