[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.

Offer-Cum-Appointment Letter

Offer and appointment in one document: the offer, the terms, and the acceptance that makes it binding.

Offer

Offer reference: [Offer reference]**.**

This offer expires on [Offer expiry date]**. If you have not accepted by then, the offer lapses.**

Reference: [Offer reference] **Date:** [DD Month YYYY]

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

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

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

We are pleased to offer you the role of [Job title] **in** [Department] **at** [Company name]**. This letter is both the offer and, once you sign it, your appointment.**

Offer at a glance

Role: _____ **Department:** _____

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

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

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

- **Probation:** [Probation period]**; notice after probation:** [Notice period]**.**
- **Leave:** [Annual leave entitlement] **each year, plus** [Public holidays]**.**
- **References: this appointment is subject to satisfactory references and evidence of your right to work, sent to** [Contact name] **by** [Documents due date]**.**

Acceptance of offer and appointment

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

Signature: _____ **Name:** _____

Date of acceptance: _____

Yours sincerely,

[Authorised signatory name] [Authorised signatory job title]

[Company name]

[Contact telephone] [Contact email address]