[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.

To: [Employee name]

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

From: [Company name]

Date: [DD Month YYYY]

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], **starting on** [Joining date] **at** [Place of work]. **You will report to** [Manager name], [Manager job title]. **Your gross salary will be** [Currency] [Gross annual salary] **per year, paid** [Pay frequency] **on** [Pay date], **before deductions. Your probation period will be** [Probation period] **and your annual leave will be** [Annual leave entitlement] **each year, plus** [Public holidays].

This appointment is subject to satisfactory references and evidence of your right to work. 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

Accepted: [Employee name] **Signature:** _____ **Date:** _____