[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.

Private & Confidential

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

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

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]**.**

This letter forms part of your contract of employment.

Your terms of employment

- **Role:** [Job title] **in** [Department]**, reporting to** [Manager name], [Manager job title]**.**
- **Start:** [Joining date] **at** [Place of work]**.**
- **Hours:** [Working hours]**.**
- **Salary:** [Currency] [Gross annual salary] **per year, paid** [Pay frequency] **on** [Pay date]**, reviewed on** [Salary review date]**.**
- **Probation:** [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]**.**
- **Leave:** [Annual leave entitlement] **each year, plus** [Public holidays]**. Details are set out in** [Benefits and leave details]**.**
- **Benefits:** [Benefits]**.**

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 If we do not hear from you by then, this appointment may be withdrawn.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 confirm I have read and understood the above appointment and that I accept the role on the terms set out in this letter.

Signature: _____ **Name:** _____

Date of acceptance: _____