

Candidate name  
Candidate Address

Date

Dear Candidate Name,

Further to your recent interview with Company name, we are pleased to offer you the position of Job Title based from Office location.

In this position you will be responsible to Line Manager. Your main responsibilities will include managing all the commercial operations for the business and the management of 3 team members. This position is offered on the following terms and conditions:

### **Salary**

Your salary will be £50,000 per annum, paid monthly in arrears directly into your bank account by credit transfer. You will also earn further payments from a performance related bonus scheme. Your salary will be reviewed in six months and then every 12 months following.

### **Company benefits**

You are entitled to join the company flexible benefit scheme, once your 6 month probation period has been reached. For further details please see the enclosed handbook.

### **Hours of work**

You will be required to work Monday to Friday between 08:30 and 17:30. For further details please see the enclosed handbook.

### **Holidays**

You will initially receive 25 days holiday (excluding public holidays). This will increase by one day for each complete holiday year completed, to a maximum of 28 days. For further details please see the enclosed handbook.

### **Starting date**

Your first working day will be the 12<sup>th</sup> April 2010. You will need to be in reception for 09:30 on this day.

### **Employee Handbook**

The above is information specific to you; general terms and conditions can be found in the enclosed handbook. If you do not have a copy enclosed please contact us immediately.

### **Expiry** (*This should be just enough time to receive and return this document*)

This offer of employment is open until 26<sup>th</sup> April 2010. If we have not received a signed copy of this document before the above date then the offer is automatically withdrawn. We are at liberty to extend this expiry if deemed necessary.

I hope that all information contained within this letter is satisfactory to you, and would ask you to sign the attached copy as acceptance and return it to us as immediately. We look forward to welcoming you on to the team.

Yours sincerely,

Manager name  
Operations Director

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I, [Candidate Name](#), hereby accept the offer of employment as [Job Title](#), subject to the terms and conditions of employment above and in the Employee Handbook.

Signed:

Dated: