

JOB OFFER LETTER

DD/MM/YYYY

[Candidate's full name]

[Candidate's address]

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name], located at [Company Address]. This offer is contingent on the successful completion of our pre-employment checks and verification of your right to work in the United Kingdom.

In this role, you will be responsible for [mention responsibilities of the position].

Your starting salary will be £[Salary] per [year/month], subject to tax and National Insurance deductions, and payable monthly in arrears.

You will be entitled to benefits, including:

- [Annual Leave: Specify the number of days of paid annual leave, including public holidays]
- [Pension: Describe the pension scheme available, if applicable]
- [Any other benefits, e.g., private healthcare, bonuses, or stock options]

By acknowledging this letter with your signature and mailing it back, you declare that you have accepted the job offer.

Please provide a response to the offer by [DD/MM/YYYY] at the latest.

We think you are a perfect match for the role, and we are looking forward to having you join us! If you have any concerns, please feel free to contact me at any time at [email address] or by phone at [your phone number].

Kind Regards,

[Your Signature]

[Your Full Name]

[Your Job Title]

[Company name]