

## Offer of employment template

Your Name  
Your address (c/o address if using one)

Date

Name of applicant

Address of applicant

Dear (Applicant's name)

### Offer of employment

Further to your recent interview, I am pleased to be able to confirm the following offer of employment, subject to satisfactory references and other pre-employment checks such as DBS and qualifications.

Job title:                      Personal Assistant  
Hours of work:                (Insert hours of work)  
Annual leave:                 (Insert number of days/hours)  
Probationary period:        (Insert number of weeks)  
Salary:                         (Insert salary)  
Start date:                     (Insert start)

Any other specific arrangements:

I would be grateful if you could confirm your acceptance in writing, email (insert email address) or by phone (insert telephone number).

Yours sincerely

(Your name)

\*Use the return address you used for applications, not your own address.