**Please use Company headed paper.**

**[Insert successful candidate’s full name]**

**[Insert successful candidate’s address]**

**[Insert date of letter]**

**[Insert employer‘s name]**

**[Insert employer‘s address]**

Dear **[Insert successful candidate’s first name]**,

Following **\***the organisation’s recent selection/ your recent interview, I am writing to offer you the post of **[Insert title of job]** at the salary of **[Insert amount]** per year, starting on **[Insert start date]** at **[insert venue].**

This is a **\*\***permanent/ fixed-term/ temporary post/temporary post to cover for maternity leave.

The salary for this post is based on **[Insert hours to be worked per week]**

As explained at your \*assessment day/ interview, this job offer is made subject to satisfactory results from necessary pre-employment checks.

* Minimum of 2 satisfactory references
* Verification of qualifications (original certificates are required)
* Completed Enhanced Disclosure and Barring Service check (DBS)
* Identification checks
* Evidence of your right to work in the UK.

There will also be a probationary period of **[Insert length of probationary period** – usually three or six months**]** which will have to be completed satisfactorily.

Annual entitlement will be **[insert amount]** per annum.

Or

This is a term time only contract, therefore all annual leave will be taken during school holidays.

A written contract/statement of employment will be issued outlining the full terms and conditions of this post.

To accept this offer, please sign and date the attached copy of this letter in the spaces indicated, and send it back in the stamped and addressed envelope provided.

May I take this opportunity to congratulate you on your appointment and wish you every success in your new position

Yours sincerely