

# JOB OFFER LETTER

Employer:

Employee:

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## **Position and Duties:**

The Employer is pleased to offer you the position of \_\_\_\_\_. Your duties and responsibilities shall be as outlined in the attached job description and as may be assigned from time to time by the Employer.

## **Commencement of Employment:**

Your employment will commence on the agreed date, subject to the terms and conditions of this letter and any applicable policies of the Employer.

## **Hours of Work:**

Your normal hours of work will be \_\_\_\_\_ hours per week, from \_\_\_\_\_ to \_\_\_\_\_, with such breaks as required by law or agreed between you and the Employer.

## **Salary and Benefits:**

You will be paid a gross salary of £\_\_\_\_\_ per annum, payable monthly in arrears by bank transfer. You will also be entitled to statutory holiday entitlement and any additional benefits as described in the Employer's policies or contract.

## **Probationary Period:**

Your employment is subject to a probationary period of \_\_\_\_\_ months, during which your performance and suitability for the role will be assessed. During this period, either party may terminate employment with one week's notice.

## **Termination Notice:**

After successful completion of the probationary period, termination of employment by either party requires a minimum notice of one month, or longer if provided by statute or contract.

## **Confidentiality:**

You shall keep confidential and not disclose to any third party any information pertaining to the Employer's business, clients, or employees obtained during the course of your employment.

## **Data Protection:**

The Employer will process your personal data in accordance with the UK General Data Protection Regulation and applicable data protection laws.

## **Governing Law:**

This employment agreement is governed by and shall be construed in accordance with the laws of England and Wales.

**Entire Agreement:**

This letter, together with any referenced policies and documents, constitutes the entire agreement between you and the Employer relating to your employment.

**Acceptance:**

Please sign and return a copy of this letter as confirmation of your acceptance of the terms of employment as set out herein.

**EMPLOYER SIGNATURE**

**EMPLOYEE SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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