

# SIMPLE JOB OFFER LETTER

To: \_\_\_\_\_

Address: \_\_\_\_\_

**Dear Candidate,**

We are pleased to offer you the position detailed below. This offer is made in accordance with the applicable laws of the United Kingdom and is subject to the terms and conditions set out in this letter.

## **1. Position and Duties**

You will be employed as [Job Title] and will report to [Supervisor/Manager]. Your duties and responsibilities will be those usually associated with this role and any additional duties as reasonably assigned by your employer.

## **2. Place of Work**

Your primary place of work will be at [Company Address] or such other place as the employer may reasonably require.

## **3. Commencement**

Your employment will commence upon your acceptance of this offer and signing of this letter and any related documents.

## **4. Salary**

You will be paid a gross salary of GBP [Amount] per annum, payable monthly in arrears on or around the last working day of each month, subject to statutory deductions.

## **5. Hours of Work**

Your normal working hours will be [number] hours per week, from [start time] to [end time], Monday to Friday. Reasonable additional hours may be required to fulfill your duties, for which no additional pay will be made unless otherwise agreed.

## **6. Holiday Entitlement**

You will be entitled to [number] days of paid holiday each holiday year, in addition to public holidays recognized in England and Wales. Holiday must be taken at times agreed with your employer.

## **7. Probationary Period**

Your employment will be subject to a probationary period of [duration] during which your performance and suitability will be assessed. During this period, either party may terminate employment with [notice period] notice.

## **8. Termination**

Following successful completion of the probationary period, your employment may be terminated by either party by giving the statutory minimum notice or any longer notice period agreed in writing.

**9. Confidentiality**

You shall not during or after your employment disclose any confidential information relating to the business or affairs of the employer, its clients, or associated persons. This obligation continues indefinitely.

**10. Data Protection**

The employer will process your personal data in accordance with applicable data protection laws. Your data will be used for employment purposes only and handled with appropriate safeguards.

**11. Governing Law and Jurisdiction**

This offer letter and any contract of employment entered into pursuant to it shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

Please confirm your acceptance of this offer by signing and returning this letter to us. We look forward to welcoming you as part of our team.

**EMPLOYER**

**EMPLOYEE**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Original source of this document:

<https://legaltemplates-uk.com/simple-job-offer-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.