

PRIVATE & CONFIDENTIAL
ADDRESSEE ONLY

INSERT NAME
INSERT HOME ADDRESS

INSERT DATE

Dear INSERT NAME

OFFER OF EMPLOYMENT

Further to recent application, I
COMPANY NAME:

of employment with INSERT

- (1) Job Title:
- (2) Hours of Work:
- (3) Annual Leave:
- (4) Probationary Per
- (5) Salary:
- (6) Start Date:

I trust the above is to your satisfac
In the meantime, we look forward
advice please do not hesitate to c

firm your acceptance in writing.
need any further information or

Yours sincerely

INSERT NAME
INSERT JOB TITLE