

# Sample letter offering the job

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Your name  
c/o Direct payment advisor/Jobcentre Plus/PO Box\*

**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.

<b>Job title:</b>	Personal assistant
<b>Hours of work</b>	
<b>Annual leave</b>	
<b>Probationary period</b>	
<b>Salary</b>	
<b>Start date</b>	

I would be grateful if you could confirm your acceptance in writing or by phone.

Yours sincerely,

(Your name)

**\* Put a return address on the letter. Use the address that you used for applications, and not your own address**