## Sample letter offering the job

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.

|  |  |
| --- | --- |
| **Job title** |  |
| **Hours of work** |  |
| **Annual leave** |  |
| **Probationary period** |  |
| **Salary** |  |
| **Start date** |  |

Yours sincerely,

(Your name)

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