

[Name]  
[Address]  
[Address]  
[Postcode]

[Date]

Dear [Name]

**Re: Offer of appointment as** [Insert job title]

Further to your recent interview, we are pleased to offer you [fixed-term] employment with the Company as [insert job title] on the following terms detailed below:

1. You will report to [insert line manager] and work at [insert office address].
2. Your starting salary will be £ [insert amount] per [hour/week/annum] payable [weekly/monthly] in arrears by [credit transfer into your nominated bank or building society account/cheque].
3. You will be entitled to [insert number] days' holiday each year [plus/including bank holidays] [, calculated pro rata for fixed-term employees] [, calculated pro rata in your first and last year of employment]. The Company's holiday year runs from [insert date] to [insert date].
4. Your normal hours of work will be from [insert time] am to [insert time] pm [Monday to Friday] with [insert duration] [minutes/hour] for lunch. [However, you may be required to work such additional hours (which may include weekends) in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties or as the needs of the business require. [No extra payment will be made for this additional time.] [Overtime at [single time/time and a half/double time] will be payable for hours worked over and above your normal working hours.]
5. Your employment will be for a fixed term commencing on a date to be agreed with you and terminating on [insert date]. OR

You are employed for the specific project of [insert details of task/project] and your employment will therefore be for a fixed term commencing on a date to be agreed with you and terminating when the project is complete. It is currently envisaged that your employment will come to an end on or around [insert date]. OR

Your employment will be for a fixed term commencing on a date to be agreed with you and terminating when the employee whose work you are covering returns to work from [maternity leave] [a career break] [long-term sickness absence]. It is currently envisaged that your employment will come to an end on or around [insert date], although the Company cannot guarantee you any minimum or maximum period of employment. OR

Your employment will be for a fixed term commencing on a date to be agreed with you and terminating when the external funding made available by [insert name of organisation] to support this post ceases. Because of the uncertainty of the availability of funding, the Company cannot confirm exactly how long this will be for and cannot guarantee you any minimum or maximum period of employment. At the moment, funding had been made temporarily available until [insert date].

The Company cannot guarantee any further employment at the end of this fixed-term contract. Therefore, it is a condition of this offer of employment that you agree your employment is subject to termination upon the expiry of the fixed term. In addition, notwithstanding that your employment is for a fixed term, your employment may still be terminated at any time prior to the specified expiry date by the Company giving you the notice period set out below and in the Statement of Employment Particulars. If you wish to terminate your employment during the fixed term, you are also required to give the notice period set out below and in the Statement of Employment Particulars.]

Your [fixed-term] employment will initially be on a [insert duration] months' probationary period. During this time, the Company will assess your performance and conduct and it reserves the right at any time during or at the end of this period to terminate your employment with [one/two] [week's/weeks'] notice in writing or payment in lieu. During this period, you are required to give [one/two] [week's/weeks'] notice in writing if you wish to terminate your employment for whatever reason. Periods of notice thereafter are set out in the Statement of Employment Particulars. The Company also reserves the right to extend your probationary period should it deem this necessary, but so that the total period of your probation will not exceed twelve months.

Your [fixed-term] employment is conditional upon you having attained all the qualifications and undertaken the work experience stated in your CV and at interview and on the other information disclosed to us during the selection and interview process. In any event, the Company reserves the right to withdraw this job offer or terminate your employment where it is discovered that you do not have the said qualifications or experience or where you have provided false information or failed to disclose material information in this or in any other material respect.

This offer of employment is conditional upon and subject to:

- your signing and returning the attached duplicate copy of this letter by no later than [insert date]
- your confirming that by accepting this offer of appointment and commencing employment with the Company, neither you nor the Company will be in breach of any obligations you owe to any third party, such as a previous employer (in which regard you should seek independent legal advice as soon as possible if you are in any doubt whether or not this is the case)
- your undertaking to keep the terms of this offer strictly confidential and not to disclose or communicate it to anyone (except to your immediate family)
- [your entry into post-termination restrictive covenants which will shortly be provided for you to sign and return].

This offer of employment is also conditional on the following documentation being obtained:

- two references which are satisfactory to the Company, one of which should be from your current or most recent employer or, if this is your first job, your school teacher or higher or further education lecturer - please provide the names and relevant contact details of your two referees that the Company has your consent to approach for a reference on the attached Appendix B
- [proof of your stated professional and/or academic qualifications - please provide copies]
- [proof of your current, valid UK driving licence – you will be asked to produce your licence and counterpart to the Company for inspection]

- evidence of your right to work in the UK – please indicate on the attached Appendix A which original document or combination of documents you intend to provide. You will be required to provide the necessary documentation for checking and copying before you start work for the Company (if you provide a document or documents from List B in Appendix A, your continued employment will be subject to you providing these documents at least annually for the same process to be repeated).

If you fail to produce the documentation that we require within a reasonable period of time, or if in the Company’s opinion the documentation is not satisfactory, this offer of employment will be withdrawn. Furthermore, if your employment has already commenced, the Company reserves the right to terminate it without notice.

If you wish to accept this offer of [fixed-term] employment, could you please telephone [insert name of contact] so that a start date can be agreed and the above matters discussed. Every effort will be made to obtain any required documentation as quickly as possible.

Full details of all your terms and conditions of employment are contained in the Statement of Employment Particulars and the Staff Handbook, copies of which will be provided to you within two months of your start date. The terms of your Statement of Employment Particulars will prevail if they conflict with the details given above.

May we take this opportunity of welcoming you to the Company and we hope you will enjoy your [fixed-term] career with us.

We look forward to hearing from you.

Yours sincerely

[Name]  
[Job Title]

I accept the offer of [fixed-term] employment on the terms set out in this conditional offer of appointment letter dated [insert date] and I hereby give my consent for you to contact my two referees, including my current employer.

Signed: .....

Date: .....

## APPENDIX A: IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

It is a requirement that before employment commences, prospective employees provide the Company with confirmation of their eligibility to work in the UK by providing the relevant original document or documents detailed in either List A or B below. Consequently, please tick the appropriate box detailing which original document or documents you intend to provide and then return this Appendix to us with your signed offer of appointment letter. We will then contact you to make arrangements to obtain your documentation from you. Copy documentation is not acceptable. The document(s) will then be checked and a copy will be taken and retained on your personnel file.

A document or documents provided from List A shows an ongoing entitlement to work in the UK. If you are not subject to immigration control, or you have no restrictions on your stay in the UK, you should be able to produce a document or the specified combination of documents from List A. If, however, you have restrictions on your entitlement to be in the UK, you will need to produce a document or the specified combination of documents from List B. In this case, the Company will repeat the check on your eligibility to work in the UK at least once every twelve months, until either you provide a document from List A or you leave the Company's employment for whatever reason.

### **List A**

- A passport showing that you, or a person named in the passport as your child, are a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or a national identity card showing that you, or a person named in the passport as your child, are a national of a European Economic Area country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A permanent residence card or document issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.
- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A full birth certificate issued in the UK which includes the name(s) of at least one of your parents, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the UK which includes the name(s) of at least one of your adoptive parents, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government Agency or a previous employer.

- ② A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- ② An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- ② A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- ② A letter issued by the Home Office to you which indicates that you are allowed to stay indefinitely in the UK **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

### **List B**

- ② A passport or travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the type of work in question.
- ② A Biometric Residence Permit issued by the Home Office to you which indicates that you can stay in the UK and are allowed to do the work in question.
- ② A residence card or document issued by the Home Office to a family member of a national of a European Economic Area country or Switzerland.
- ② A work permit or other approval to take employment issued by the Home Office **when produced in combination with** either a passport or another travel document endorsed to show that you are allowed to stay in the UK and are allowed to do the work in question, or a letter issued by the Home Office to you or the Company confirming the same.
- ② A Certificate of Application issued by the Home Office to or for a family member of a national of a European Economic Area country or Switzerland stating that you are permitted to take employment which is less than six months old **when produced in combination with** evidence of verification by the Home Office Employer Checking Service.
- ② An Application Registration Card (ARC) issued by the Home Office stating that you are “allowed to work” or “employment permitted”, **when produced in combination with** evidence of verification by the Home Office Employer Checking Service.
- ② An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question, **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.
- ② A letter issued by the Home Office to you or the Company, which indicates that you can stay in the UK and are allowed to do the work in question **when produced in combination with** an official document giving your permanent National Insurance Number and your name issued by a Government agency or a previous employer.

References to documentation issued by the Home Office also include documentation that was issued by the former UK Border Agency.

## APPENDIX B: REFEREE DETAILS

	First referee	Second referee
<b>Name</b>		
<b>Job title (if applicable)</b>		
<b>Company (if applicable)</b>		
<b>Address</b>		
<b>Phone number</b>		
<b>Relationship to you, e.g. previous employer, university lecturer, etc.</b>		