**Offer of employment template**

Your Name

Your address (c/o address if using one)

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 and other pre-employment checks such as DBS and qualifications.

Job title: Personal Assistant

Hours of work: (Insert hours of work)

Annual leave: (Insert number of days/hours)

Probationary period: (Insert number of weeks)

Salary: (Insert salary)

Start date: (Insert start)

Any other specific arrangements:

I would be grateful if you could confirm your acceptance in writing, email (insert email address) or by phone (insert telephone number).

Yours sincerely

(Your name)

\*Use the return address you used for applications, not your own address.