[Your company]

FREE TEMPLATE

Conditional offer letter

Your offer

Dear [first name],

Offer of employment: [job title]

We are delighted to offer you the job of [job title] at [company]. We enjoyed getting to know you, and we very much hope you will join us.

The main terms

- Job: [job title]
- Place of work: [place of work]
- Reporting to: [manager's name]
- Start date: [start date]
- Hours: [hours]
- Pay: [pay]

Your written statement of terms, which sets out everything else, such as holidays, notice and sick pay, will be given to you on or before your first day, and you will be asked to read and accept it before you start.

What the offer depends on

This offer depends on the following. We will ask you for what we need after you accept, and we will help you with anything you are not sure about.

- Right to work in the UK
- Satisfactory references
- [any other condition, such as a DBS check or proof of qualifications]

If any of these is not met, we may have to withdraw the offer. We would always talk to you first.

What happens next

Please accept or decline this offer by [date], using the link in the email that came with it. Once you accept, you will receive a link to tell us the details we need before your first day, such as your bank details and an emergency contact. You can fill these in at your own pace and in any order.

If you have any questions, just reply to the email that came with this letter.

We look forward to welcoming you.

A free template from KivoHR. Check it against your own contracts and policies before you use it: it is not legal advice.

With best wishes,
[company]

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