

date

name of successful applicant

address

Dear name

Offer of Employment

I am pleased to offer you employment in the position of **insert title of position** at **insert location** starting on **insert date**. The attached draft individual employment agreement contains the terms and conditions of employment.

You can discuss this offer of employment and the employment agreement and seek advice from your family, or someone else you trust. If there is anything in this offer of employment that you are unclear about, don't understand and want to discuss, please contact me.

Acceptance of employment offer

If you agree with the terms and want to accept this offer of employment, please sign *both* a copy of this letter *and the employment agreement* and return *them* to me by **insert date that gives the person a reasonable chance to get advice**. We look forward to working with you.

Yours sincerely

**employer's
contact details**

name

I, **insert name of successful applicant**, have read and have had a chance to get independent advice about the terms and conditions of employment set out in this letter and in the attached employment agreement. I fully understand and accept this offer and terms and conditions of employment.

Signed by:..... Date:.....