**Sample Offer Letter**

**Private & Confidential**

INSERT NAME,

INSERT ADDRESS,

INSERT ADDRESS,

INSERT ADDRESS,

INSERT EMAIL ADDRESS IF SENDING VIA EMAIL

Delivered via registered post/ordinary post/email/hand

INSERT DATE

Re: Offer of Employment

Dear INSERT NAME,

Further to your recent interview for INSERT REGISTERED BUSINESS NAME T/A INSERT NAME whose registered company address is at

INSERT ADDRESS I am pleased to offer you the position of INSERT

TITLE.

The details of the offer are as follows:

Job Title: INSERT TITLE

All employees are required to be totally flexible in terms of job functions and while certain employees will have specific expertise in one particular area, they will be willing to move around and help out whenever the demand arises. This flexibility may extend to working hours and rostering depending on business requirements.

You will be given a full job description enclosed with your contract of employment.

Start Date:

INSERT START DATE

Hours Of Work:

Based on a INSERT NUMBER HERE hour working week

*You may be required to work reasonable additional hours as and when requested.*

Location:

INSERT ADDRESS

*However you may be required to attend training courses or do other relevant work at alternative Company locations as required in line with business requirements.*

Rate of Pay

Your basic hourly rate of pay will be €INSERT RATE PER HOUR paid to you in arrears on a weekly basis directly into your bank account.

Contract:

Permanent / Fixed Term / Specific Purpose

Probation:

Standard 11/9/6 month probation period

*During such probationary period you employment will be terminable on a shorter period of notice.*

Please note that it is a requirement within this offer that you will be required to participate in external and/or internal training which is subject to terms and conditions.

It is a condition of this offer that:

you are legally entitled to work in the jurisdiction; your references are satisfactory to the Company; you supply certification to prove that your qualifications are as stated in your application, and

if required, you are certified as fit for work following a full medical examination to be carried out by a medical practitioner selected and paid for by the Company.

All offers are subject to receipt of two satisfactory, positive references whereby the Company reserves the right to review information available online and confer with industry contacts including your current reference. Please be advised that this offer is dependent on a satisfactory reference from your current employer, I would appreciate it if you could notify me of when I can contact your current employer.

Please see below confirmation section which you can sign and return to me directly should you accept the above terms and conditions of employment. Please note that this offer is not binding until signed agreements have been exchanged by both parties.

Once you are happy to accept the position, we will forward your contract of employment and a copy of the Company Handbook.

Please see below confirmation section which you can sign and return to me directly should you accept the above offer of employment.

We look forward to working with you and are happy to answer any questions you may have about the position.

Yours sincerely,

INSERT NAME

INSERT TITLE

On behalf of INSERT REGISTERED BUSINESS NAME

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I accept the above offer of employment.

Signed:

Date: