



[Company Logo Delete or Replace]

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Standard job offer letter template

Dear [candidate name],

[Company name] is delighted to offer you the [full-time, part-time, etc.] position of [job title], with an anticipated start date of [date], contingent upon [background check, right to work in the UK check etc.].

As a [job title], you will be responsible for [brief mention of job responsibilities and expectations].

You will report directly to [manager/supervisor name and job title] at [workplace location]. Working hours are from [hours per day, days per week].

The starting salary for this position is [amount] per [year/month/week/hour etc.]. Payment is on a [weekly/monthly] basis, starting on [date of first pay period]. In addition, you will be eligible to receive [additional compensation-related benefits, if applicable].

[Company name] offers a comprehensive benefits programme, which includes [private healthcare, flexible working, etc.], [number] days of holiday (including bank holidays) and sick leave in accordance with statutory and contractual provisions.

Your employment is on a [part-time, full-time, contractual, etc.] basis. Please note that this letter is not a contract indicating employment terms or duration.

Please confirm your acceptance of this offer by signing and returning this letter by [job offer expiration date].

Sincerely,

[Your signature]

[Your name], [your job title]

Candidate signature: _____



[Company Logo Delete or Replace]

Candidate printed name: _____

Date: _____

Simple job offer letter template

Dear [candidate name],

It gives me great pleasure to extend the following employment offer to you.

Position: job title

Start date: no later than [insert date]

Salary: [amount] per [year, month, hour, etc.]

This employment offer is contingent upon the successful completion of [background checks, right to work in the UK checks, etc.]. Kindly note that this offer letter is not a contract of employment.

Sincerely,

[Your signature]

[Your name], [your job title]

Candidate signature: _____

Candidate printed name: _____

Date: _____

Casual job offer letter template

Dear [candidate name],

Congratulations! [Company name] is excited to call you our new [job title]. The hiring manager will be in touch soon to finalise the details of your offer and next steps.

We will focus on wrapping up a few more formalities, including the successful completion of your [background checks, right to work in the UK check, etc.] and aim to get you settled into your new position by [start date].



[Company Logo Delete or Replace]

Keep reading to learn more about this opportunity and – hopefully – receive answers to any lingering questions you may have.

[Company name] will start you off at [salary/wage amount] per [year, month, hour, etc.]. You can expect to receive payment [weekly/monthly], starting on [date of first pay period].

As the [job title], you will report to [manager/supervisor name and job title] at [workplace location] for [hours per day, days per week]. Your daily responsibilities will include [brief mention of job duties and responsibilities].

You will be a [contract, casual, part time, full-time, etc.] employee of [company name] and will be able to participate in benefits, like [private healthcare, leave allowance, etc.]. You will also have access to some great perks, including [additional offerings, such as a games room, snack bar, half-day Fridays, etc.]!

Please keep in mind, this employment offer is not a legally binding contract.

[Company name] looks forward to welcoming you on board! If you have questions, contact us at any time, and we'll be more than happy to help you.

Best,

[Your signature]

[Your name], [your job title]

Candidate signature: _____

Candidate printed name: _____

Date: _____

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