Insert Date

**Private and Confidential**

Insert Full Name

Insert Address

Insert City and Postcode

Dear First Name

**Letter of Offer – Permanent Employment**

I am pleased to offer you permanent Select Employment Type employment in the position of Insert Position Title with Insert Company/Business Name (‘the Employer’) on the terms and conditions set out in this Letter of Offer and attached Individual Employment Agreement.

The anticipated commencement date is Insert start date and, subject to the provisions of Agreement, will continue indefinitely.

The terms and conditions of your employment are outlined in your Individual Employment Agreement.

Please note that this offer of employment is subject to the outcomes of the following:

1. Both parties agreeing to the terms and conditions set out in this offer and the attached Individual Employment Agreement.
2. Any other pre-employment checks the Employer deems appropriate for the position which may include (but is not limited to), a criminal history check, drug and medical testing, COVID vaccination and credit check.

If the results of any of these processes are unsatisfactory, the Employer may terminate the employment relationship in accordance with the provisions of your Individual Employment Agreement.

You are entitled to seek independent advice before you accept. Should you choose to accept this employment offer you will need to ensure that you sign and return the Employment Agreement to us within 5 days of the date of this offer letter. If we do not receive your acceptance by this time, this offer of employment will expire and no longer be valid.

If you have any questions regarding this offer or the Employment Agreement, please do not hesitate to contact Insert me or the contact persons full name on Insert Phone Number or Insert Email Address.

Yours sincerely