

# Job Offer Letter UK

Governed by the Employment Rights Act 1996 (as amended by the Employment Rights Act 2025), Immigration, Asylum and Nationality Act 2006, Equality Act 2010 and National Minimum Wage Act 1998 — Applicable in England and Wales

Dear \_\_\_\_\_ ,

We are pleased to offer you the position of \_\_\_\_\_ at \_\_\_\_\_, located at \_\_\_\_\_. This offer is contingent on the successful completion of our pre-employment checks and verification of your right to work in the United Kingdom.

In this role, you will be responsible for \_\_\_\_\_.

Your starting salary will be £ \_\_\_\_\_ per \_\_\_\_\_, subject to income tax and National Insurance deductions, and payable monthly in arrears.

You will be entitled to benefits, including:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

You have a statutory right to join a trade union of your choice at any time during your employment (Employment Rights Act 1996, s.1, as amended by the Employment Rights Act 2025).

By acknowledging this letter with your signature and returning it, you declare that you have accepted this job offer.

Please provide your response to this offer by \_\_\_\_\_ at the latest.

We look forward to welcoming you to the team. Should you have any questions, please do not hesitate to contact us at \_\_\_\_\_ or by telephone at \_\_\_\_\_.

Kind Regards,

\_\_\_\_\_  
Signature

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Company: \_\_\_\_\_