LETTER OF APPOINTMENT

Dear [ ]

INTERVIEW

Following your recent interview I am pleased to tell you that the Company intends to make you an offer of employment for the position of [ ], subject to the following conditions being satisfied. I would point out that it is the Company's final decision as to whether or not all these conditions have been satisfied.

The Company requires:-

1. Two satisfactory references (work and character).
2. A satisfactory medical report.
3. Documentary evidence of your stated qualifications/professional qualifications/date of birth/driving licence, etc (*add as appropriate*).
4. Confirmation that you are free from any obligation to a previous employer which might prevent or inhibit your performance of your duties in your new role.
5. Written confirmation from you that you have no criminal convictions other than "spent" convictions by virtue of the Rehabilitation of Offenders Act 1974.

I have set out below in summary form, the main terms and conditions of employment which are intended to apply to this position in the event that the above conditions are satisfied. These will be included in a contract of employment which will be sent to you when the Company makes you a formal offer. [The contract of employment will also include certain restrictive covenants which are necessary for the protection of the Company's legitimate business interests.]

1. Your starting salary will be £[ ].
2. Your normal hours of work will be [ ].
3. You will be entitled to [ ] days holiday in addition to Bank Holidays.
4. You will be entitled to participate in the Company's pension scheme, etc.

[Please outline the main terms and conditions of employment that are intended to apply].

If you wish to consider the Company's offer of employment would you please telephone me to confirm that you are happy to proceed on this basis. Would you also please telephone [ ] in the Personnel Department to arrange a medical examination as soon as possible. Also please would you confirm whether you have had a disability in respect of which the Company ought to make reasonable adjustments to facilitate your employment.

I look forward to hearing from you.
Yours sincerely

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for and on behalf of [ ]

SAMPLE