[Business Name]

[Business Address]

Dear [candidate first name],

Following your recent interview, I am writing to offer you the [temporary/permanent] role of [Job title] at [company name], with a salary/wage of [£x], starting on [start date] [and ending on end date].

Working hours will be [working hours], with a probationary period of [x weeks/months].

You will receive [days] of annual leave per year, [including/plus] bank holidays.

This job offer is subject to satisfactory results from pre-employment checks.

Full details regarding the terms and conditions of employment will be given to you within two months of starting work.

If you have questions about this letter, other terms of employment, or the pre-employment checks, do not hesitate to contact me on [insert contact details].

To accept this conditional offer, please respond in writing or over the phone as soon as possible.

I look forward to working with you.

Yours sincerely,

[Your name]

[Your job title]