

Offer Letter

Policy · UK · Updated 2026-07-23 · Square brackets are placeholders to replace with your own details.

An offer letter is the written confirmation that you are offering a candidate the job — the role, pay, start date, the conditions the offer depends on, and how to accept. Once the candidate accepts, its terms form part of a binding contract of employment.

A verbal offer followed by a vague email is where hiring goes wrong: candidates resign from their current job on terms nobody wrote down, conditions like right-to-work checks get skipped, and disputes start before day one. A tight offer letter closes the gap between interview and contract.

This template gives you a complete example letter, ready to edit: the offer itself, a summary of key terms, the conditions attached, acceptance instructions with a deadline, and first-day arrangements — plus internal guidance on withdrawing offers safely.

Purpose and scope

This is the standard offer letter issued by [Your company] for all roles. Issue it on letterhead, signed by [authorised role], after final interview sign-off and before any start date is agreed as final. Only [authorised roles] may make or vary offers.

The offer

Dear [candidate name],

Following your recent interview, we are pleased to offer you the position of [job title] with [Your company], reporting to [manager name/role] and based at [location]. This offer is conditional on the requirements set out below, and this letter should be read together with the enclosed [written statement of particulars / contract of employment].

Role, pay and key terms

- Job title: [title], reporting to [role].
- Salary: [amount] per [year/hour], paid [monthly/weekly] by [method].
- Hours: [number] per week, [days and times / shift pattern].
- Location: [address], [with hybrid arrangements: [details]].
- Annual leave: [number] days [including / plus] bank holidays.
- Probation: [length], with the conditions set out in the enclosed terms.
- Notice: [period] from either side after probation.
- These are a summary only — the enclosed [statement/contract] contains the full terms and takes precedence over this summary.

Conditions of this offer

- Evidence of your right to work in the UK, checked before your employment starts — please bring [acceptable evidence] to [pre-start appointment / your first day, before starting work].
- References satisfactory to [Your company] from [number] referees covering [period].
- [If role-relevant:] a satisfactory [DBS check at the appropriate level / occupational health assessment].
- [If role-relevant:] evidence of the qualifications or registrations stated in your application: [list].
- If any condition is not met, [Your company] may withdraw this offer or, where employment has already begun, end it in line with the enclosed terms.

Your start date and first day

Your proposed start date is [date]. On your first day, please arrive at [time] at [location] and ask for [name/role]. Bring [documents list]. Your first [day/week] will follow our induction plan, and you will receive your written statement of particulars on or before your first day.

Accepting this offer

To accept, sign and return the enclosed copy of this letter [and the statement/contract] to [name/email] by [date]. If we have not heard from you by then, the offer lapses. If anything in this letter differs from what you understood, raise it before signing — the signed documents will govern.

We are delighted at the prospect of you joining and are happy to answer any questions before you decide. Yours sincerely, [name], [role], [Your company].

Withdrawing an offer (internal guidance)

Before acceptance, an offer can be withdrawn at any time — do it in writing, promptly. After acceptance, withdraw only where a stated condition has failed, and say which one; withdrawing an accepted unconditional offer risks a breach of contract claim for the notice period, so take advice from [role/adviser] first.

Never withdraw or vary an offer for a reason connected to a protected characteristic under the Equality Act 2010 — discrimination law protects job applicants, not just employees.

Records and next steps

File the signed letter, condition evidence, and right-to-work check records on the new starter's file in [system], retained for [period]. Trigger the written statement, payroll setup, and induction plan the day the acceptance arrives — the day-one statement deadline does not move.

How to use this template

1. Complete every [bracketed placeholder] from the approved vacancy record, not from memory of the interview.
2. Delete the conditions that do not apply to the role — an offer conditional on a DBS check you never run undermines the ones you do enforce.

3. Set an acceptance deadline that gives the candidate a real decision window but keeps your pipeline moving.
4. Send the written statement or contract with the letter whenever you can — one signing moment, no gaps.
5. Book the right-to-work check before the start date the moment the acceptance arrives.
6. Have [authorised role] sign every offer; a manager improvising terms by email creates contract terms too.

Official guidance

- › [GOV.UK — Check a job applicant's right to work](#)
- › [GOV.UK — Employment contracts and conditions](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/offer-letter> is kept current; this file is a snapshot.