Job offer letter template: cover letter

A template for a cover letter when offering someone a job. Free to use.

This job offer letter refers to an important attached document called the 'written statement of employment particulars'. For this document, use our [templates for written statements](https://www.acas.org.uk/templates-for-written-statements).

If you want to send a job offer letter without the attached document, you can use our [job offer letter template that includes the written statement](https://www.acas.org.uk/job-offer-templates).

Template

**[Successful candidate’s full name]**

**[Successful candidate’s address]**

**[Date of letter]**

Dear **[successful candidate’s first name]**,

Following **[the organisation’s recent selection / your recent interview]**, I am writing to offer you the post of **[title of job]** at the salary of **[amount]** per year, starting on **[start date]**.

The post’s main terms and conditions of employment are in your attached written statement of employment particulars.

This is a **[permanent/ fixed-term / temporary post / temporary post to cover for maternity leave]**.

On starting, you will report to **[manager’s name]**.

As explained at your **[assessment day / interview]**, this job offer is made subject to satisfactory results from necessary pre-employment checks. There will also be a probationary period of **[length of probationary period – usually 3 or 6 months]** which will have to be completed satisfactorily.

If you have any queries on the contents of this letter, the attached written statement or the pre-employment checks, please do not hesitate to contact me on **[letter writer’s telephone number]** or **[letter writer’s email address]**.

To accept this offer, please sign this letter and the attached written statement and send it back to **[insert details]**.

We are delighted to offer you this opportunity and look forward to you joining the organisation and working with you.

Yours sincerely,

**[The letter writer’s name and job title]**

**[Business or organisation name]**

**[Business or organisation address]**

For the candidate to sign and return

I accept the job offer in this letter.

Signed: **[successful candidate to write their signature]**

Name: **[successful candidate to print their full name in capital letters]**

Date: **[insert date]**

Last updated: July 2023