

<<Employee name>>

<<Type employee address>>

Dear <<Employee name>>

Offer of Employment

I am pleased to offer you the position of Electrician at <<type name of business>>, based at <<type location>> starting on 25/07/2016. Attached is an employment agreement setting out the proposed terms and conditions.

You can discuss this offer and seek advice on the agreement with your family, a lawyer, or someone else you trust.

If there is anything you are unclear about, disagree with or wish to discuss about the agreement or about the position, please contact <<type name>> on <<type contact details, eg phone number or email>>.

If you are happy with the proposed terms and wish to accept this offer, please sign the attached copy of this letter and return it to me by <<type date>>. Please also sign a copy of the agreement and return it to me by the same date. If I have not heard from you by that date, this offer will be automatically withdrawn.

I look forward to working with you.

Yours sincerely,

<<type your name>>

I, <<type employee name>>, confirm I have read this letter and the employment agreement, that I fully understand both documents and their implications and that I accept the offer of employment.

Signed: Date:/...../.....