LETTER HEADED PAPER OR LOGO

**CONFIDENTIAL**

Employee Name

Address

Postcode

Date

Dear [NAME]

**Job Title**

Further to your interview on (DATE), I am delighted to confirm our offer of employment to you under the following terms:-

* You will be employed by **PCC NAME**
* Your job title will be **Job Title**
* Your employment will begin on **Date**
* Your employment will begin on **Date, for a period of X months. Your employment will automatically end on DATE unless renewal terms have been agreed.**
* Your salary will be **£xx,xxx.xx** per annum and will be paid monthly on or by the 27th day.
* Your working hours will be not less than **x** per week, Monday to Friday from 9am to 5pm. On a full working day you will take a one-hour unpaid lunch break.
* Your holiday entitlement will be in accordance with the attached terms and conditions of employment.
* Your Line Manager will be the XXX, and you will be accountable to the **PCC NAME** for contractual matters.
* Your remuneration, hours of work, and holiday entitlement will be in accordance with the attached Statement of Main Terms and Conditions of Employment.
* This offer is subject to receipt of a satisfactory employer’s reference, and a satisfactory enhanced DBS check.
* In addition, and in accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, this offer is also subject to the submission of documentary evidence of your right to work in the UK. This may be a passport or, in the absence of a passport, a full birth certificate together with an official document issued by a Government agency, or a previous employer, setting out your name and National Insurance number. Please bring this documentation with you on the day your employment commences.
* (FOR NON-CONTRIBUTORY PENSIONS SCHEMES) We operate a non-contributory workplace pension scheme through the NEST pensions programme. This scheme is not contracted out of the State Pension Scheme. The employer’s contribution rate is X% of gross salary. You’ll be automatically enrolled into NEST from your joining date.  We’ll make employer contributions to your retirement pot and you can also choose to make contributions, but you don’t have to.  If you choose to make contributions and you’re eligible for tax relief, at current rates you will only need to pay 80p in every pound and NEST will claim another 20p from the government.  Please speak to the pensions administrator if you would like to make employee contributions.

To find out more about NEST visit their website at [www.nestpensions.org.uk](http://www.nestpensions.org.uk) or search online for NEST pensions. Once you’ve been enrolled you’ll be able to activate an online account that lets you take control of your retirement pot.

* (FOR CONTRIBUTORY PENSIONS SCHEMES) We operate a workplace pension scheme through the NEST pensions programme. This scheme is not contracted out of the State Pension Scheme. The employer’s contribution rate is X% of gross salary. Your contribution will be X% of gross salary. You’ll be automatically enrolled into NEST from your joining date.  If you’re eligible for tax relief, at current rates you will only need to pay 80p in every pound and NEST will claim another 20p from the government.

To find out more about NEST visit their website at [www.nestpensions.org.uk](http://www.nestpensions.org.uk) or search online for NEST pensions. Once you’ve been enrolled you’ll be able to activate an online account that lets you take control of your retirement pot.

Enclosed with this letter are a number of documents:

* A copy of the staff handbook, for your retention. This handbook and your statement of Terms and Conditions of Employment establish the contract of service.
* A copy of the Bank Holidays and Office Closure dates
* An Employment Details Form for you to complete and return, for inclusion in our files.
* As you will be aware your post is subject to a Disclosure and Barring Service (DBS) check. Please find enclosed a guide on how to complete your DBS check online as well as a confidential declaration form. Please complete the confidential declaration form and return it to XX at the XX. You will need to arrange a visit to the [PERSON’S NAME WHO WILL VERIFY DOCUMENTS] to verify your identification documents.
* A pension scheme booklet.
* A second copy of this letter. Please sign both copies, retaining one copy for yourself, and returning the second copy to this office.
* Two copies of the Statement of Terms and Conditions of Employment. As with your offer letter, please sign both copies, retaining one copy for yourself and returning the second copy to this office.

If you should have any queries, or require further clarification on the contents of this letter, please do not hesitate to contact me.

In the meantime, may I congratulate again on your appointment to this post. I look forward to working with you.

We look forward to welcoming you to [**PCC NAME]**

Yours sincerely

NAME

JOB TITLE

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I confirm acceptance of the above offer and that I will commence employment with you on

**Date**

Signed………………………………………………………….Date…………………………………………….