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Dear ****,

Following your recent interview, I am writing to offer you the post of **** at the salary of **** per year, starting on **.**

Full details of the post’s terms and conditions of employment are in your attached Written Statement of Terms and Conditions of Employment.

As explained at your interview, this job offer is made subject to satisfactory results from necessary pre-employment checks. There will also be a probationary period of **** which will have to be completed satisfactorily.

This is a ****

On starting, you will report to ****.

If you have any queries on the contents of this letter, the attached Written Statement of Terms and Conditions of Employment or the pre-employment checks, please do not hesitate to contact me on **** or **.**

To accept this offer, please sign and date the attached copy of this letter in the fields indicated and submit the letter online.

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

This letter is part of your contract of employment.

Yours sincerely,

****

****

Signed 

Name ****