

Offering the Job Letter Template

Add your name and interview address here

Date:

Name of applicant:

Address of applicant:

Dear

Offer of employment

Further to your recent interview, I am pleased to be able to confirm the following offer of employment, subject to satisfactory references.

Job title: Personal Assistant

Hours of work:

Annual leave:

Probationary period:

Salary:

Start date:

Yours sincerely,