<Name>

<Address>

<Date>

Dear <Name>

Following our telephone conversation, I am pleased to confirm that we would like to offer you the position of <Job Title>.

Please find enclosed two copies of your Statement of Terms and Conditions of Employment which, together with this letter outlines the terms of your employment.

I would be grateful if you could confirm your acceptance of this offer by signing both copies of the Statement of Terms and Conditions of Employment and return one copy to me by post in the pre-paid envelope.

I have also enclosed a personal details form I would be grateful if you would complete these and return with the contracts along with your P45 or P46 if you have one.

Following return of your signed Statement of Terms and Conditions of Employment, we will write to the referees named on your application form. Receipt of satisfactory references will form part of the successful completion of your 3 month probationary period.

Under the Immigration, Asylum and Nationality Act 2006, I am required to carry out a document check to confirm that you have the right to work in the UK. Therefore, on your first day of work please bring in your passport or full birth certificate for <name> to take a copy of.

May I take this opportunity to welcome you to <name of parish> and we look forward to working with you.

Yours sincerely,

<Name>

<Job Title>