

## sample letter offering the job

Your name  
c/o Direct Payment Advisor / Job Centre / PO Box\*

Date

Name of Applicant

Address of Applicant

Dear *(applicant's name)*

### 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	<i>(insert hours of work)</i>
annual leave	<i>(insert number of days/hours)</i>
probationary period	<i>(insert number of weeks)</i>
salary	<i>(insert salary)</i>
start date	<i>(insert start)</i>

I would be grateful if you could confirm your acceptance in writing or by phone.

Yours sincerely,

(Your name)

\* Use the return address you used for applications (see page 3), not your own address