# Example confirmation of offer letter

**NOTE FOR EMPLOYERS**

Below is an example confirmation of offer letter. Send this after you have received satisfactory references, confirmation of the individual’s right to work in the UK, confirmation about health and, if the employee will be working with children or vulnerable adults, a satisfactory criminal records (DBS) check.

Private and Confidential  
Name  
Address

Date

Dear [insert name]

### JOB TITLE

Further to receipt of references, your health declaration form and confirmation of your right to work in the UK [plus DBS check if relevant], I am very pleased to be able to confirm our offer of employment to you as [state job title].

I attach two copies of your written statement of terms and conditions of employment [OR – I have already provided you with two copies of your written statement of terms and conditions of employment]. Please now sign both copies of this statement. You should return one copy to me as soon as possible and retain the other copy for your records.

I have also attached two copies of our workforce privacy notice [OR – I have already provided you with two copies of our workforce privacy notice]. Please sign both copies of the notice. You should return one copy to me and retain the other copy for your records.

Please also send your P45. If you do not have a P45, we will ask you to complete a form P46 on your first day of employment.

Your starting date will be [date]. Could you please arrive at the xx Meeting House at [time] and ask for [name]. In the meantime, please do not hesitate to contact me with any queries.

We look forward to welcoming you as an employee of the xx Area Quaker Meeting.

Yours sincerely

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