\*\* This should be printed on letterhead \*\*

SENDER DETAILS

ADDRESSEE

DATE

Dear,

Further to your recent interview/discussion with [ ], I have pleasure in offering you the position of [ ].

Your employment will commence on [ ]/will be confirmed as soon as possible.

[This is a fixed term contract for [ ] months/ up to 2 years. INSERT CHURCH NAME cannot guarantee any further employment at the end of this fixed-term contract, but may, at its discretion discuss any extension to this contact with you nearer the time]

The terms and conditions of your employment are as follows:

1. You will be employed by INSERT CHURCH NAME. You will report to .
2. Your normal place of work initially will be [PARISH OFFICE/LOCATION].
3. You will be paid a salary of £ per annum directly into your bank account on the [ ] day of each month (or the nearest working day).
4. You will be employed on a [ ] hours per week basis on [specify days/across Monday to Friday/Weekend].
5. A probationary period of [three/six] months will be applicable to this employment.
6. You are eligible to become a member of INSERT CHURCH NAME’s pension scheme into which you will auto-enrol on starting your employment with us. OR

You are not eligible to become a member of INSERT CHURCH NAME’s pension scheme. More details can be obtained from [ ].

1. You are entitled to [days/hours] holiday per year [plus bank holidays/\*\*including bank holidays\*\*]. \*\*for part time employees.

For the period of your fixed-term contract your holiday entitlement is [ ] hours/days [per annum].

1. You are usually entitled to [Statutory Sick Pay/\*\*contractual sick pay at your normal salary for four weeks\*\*]. \*\* give sick pay details.
2. You will be required to give one week’s notice to terminate your contract during the probationary period, and thereafter [one month/four weeks].

This offer is conditional upon and subject to:

1. INSERT CHURCH NAME receiving two satisfactory references from former employers (one of which must be from your current or most recent employer).
2. Confirmation that you have the lawful right to work in the UK (e.g. a valid passport and/or birth certificate will be sufficient). Please provide this as soon as possible or advise if you do not have a passport or birth certificate.

I should be grateful if you could sign and return one copy of this letter to accept the offer. Please retain a copy for your own records.

If accepted, a full contract of employment will be sent to you in due course.

I will contact you again to confirm this offer and provide you with a contract of employment once we have received your references.

In the meantime should you require clarification on any matter related to your employment with us please do not hesitate to contact me.

Congratulations on your appointment I look forward to welcoming you to INSERT CHURCH NAME.

Yours sincerely,

**INSERT CHURCH NAME’s representative**

I hereby accept the offer of employment on the terms detailed above:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_