**Formal job offer letter template**

**Private and confidential**

*[insert date]*

*[insert name]*

*[insert address]*

Dear *[insert name],*

**Job Offer**

Welcome to our farm. I’m happy you accepted the job during our recent conversation. This letter reiterates the verbal employment offer for the position of *[insert job role]* at *[insert name of farm/company].*

As discussed, the annual salary will be *[insert* *amount or give rate of pay].* Your benefits will include *[insert list of benefits, e.g. pension, accommodation, vehicle, phone]* and holiday entitlement per annum will be *[insert number of days].*

These terms and conditions are included in the attached contract of employment. Please review, sign and return the contract to us by *[insert date].*

As discussed, your start date is *[insert date].* Your first 30 days will include an induction for our processes here and performance standards expected. An interim performance review will be conducted at 90 days and a more formal review at six months.

On your first day, please bring your bank account details and your NI number.

We look forward to you becoming one of the team!

Yours sincerely,

*[insert name] [insert job title]*