**[date]**

**[name]**

**[address]**

Dear **[name]**

Following your recent interview, I am writing to formally offer you the post of **[job title].** Many Congratulations!

We would like you to start on [**date]** subject to satisfactory DBS check & references, and appropriate right to work evidence. On your first day you should come to **[place]** at **[time]** where we will be ready to welcome you.

The post is a **[full time/part time]** role of **[weekly hours]** hours per week that will usually be worked *(use clear daily times and remember to add an unpaid hour for lunch for every full 8-hour day)*andbased at **[work location].**

This position is a **[permanent contract or /fixed term contract that will end on [end date] unless, with mutual agreement it is extended].**

*(If the post is a designated home working post you need to put in the details here specifically and confirm that you will agree with them any working from home arrangements and if there are core times you will want someone at the office/church for events meetings etc.)*

Your salary will be £**[annual gross salary]** per annum.

You will be entitled to **[annual holiday allowance]** days leave each year, which includes public and bank holidays, and an additional three days leave between Christmas and the New Year. (Given that you will be starting part way through the year you will be entitled to **[remaining days leave this year]** days leave this year)

**Leave or remove as appropriate -** We offer a non-contributory pension scheme. The PCC contributes the equivalent of **[pension percentage]**% of your salary each month.

The post is offered on a three-month probationary period. During this period your work performance and general suitability will be assessed and, if both you and the PCC are satisfied at the end of the probationary period your employment will continue. If concerns arise during the probationary period from either side, the PCC may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

The PCC reserves the right not to apply our full contractual capability and disciplinary procedures and to pay in lieu of notice. Your probationary period will be signed off by **[person responsible].**

Please confirm in writing that you wish to take up this post and let me know if there are any adjustments that would be useful for you or any questions you have.

As soon as your references have been received and you have submitted a photo/scan of your passport/visa and any other appropriate documentation you hold as proof of your right to work in the UK, I will send you your Statement of Main Terms of Employment, and payroll form **[and pension joining form].**

Under the Church of England Safer Recruitment guidance your personnel file will be stored confidentially by the PCC under national CofE data retention guidance.

We are very much looking forward to working with you as part of the team!

With best wishes

Yours sincerely