

**Rethinking Recruitment for Tourism**

**Job Offer Letter -A Template**



**Job Offer Letter - A Template**

INSERT DATE

Private & Confidential

INSERT NAME

INSERT ADDRESS LINE 1

INSERT ADDRESS LINE 2

INSERT ADDRESS LINE 3

INSERT EMAIL ADDRESS IF SENDING VIA EMAIL

Delivered via registered post/ordinary post/email/hand *(delete as appropriate)*

Re: Offer of Employment

Dear INSERT NAME,

Further to your recent interview for INSERT REGISTERED BUSINESS NAME T/A INSERT NAME whose registered company address is at INSERT ADDRESS, I am pleased to offer you the position of INSERT TITLE.

The details of the offer are as follows:

|  |  |
| --- | --- |
| Job title | INSERT TITLE  All employees are required to be totally flexible in terms of job functions and while certain employees will have specific expertise in one particular area, they will be willing to move around and help out whenever the demand arises. This flexibility may extend to working hours and rostering depending on business requirements.  You will be given a full job description enclosed with your contract of employment. |
| Start date | INSERT START DATE |
| Hours of work | Based on a 40-hour working week  You may be required to work reasonable additional hours as and when, requested. |
| Location | INSERT ADDRESS  However, you may be required to attend training courses or do other relevant work at alternative Company locations as required in line with business requirements |
| Rate of pay | Your basic hourly rate of pay will be €INSERT RATE PER HOUR paid to you in arrears on a weekly basis directly into your bank account. |
| Contract | Permanent / fixed term / specific purpose |
| Probation | Standard 11/9/6 month probation period  During such probationary period your employment will be terminable on a shorter period of notice. |

Please note that it is a requirement within this offer that you will be required to participate in external and/or internal training, which is subject to terms and conditions.

It is a condition of this offer that:

* You are legally entitled to work in the jurisdiction;
* Your references are satisfactory to the Company;
* You supply certification to prove that your qualifications are as stated in your application, and
* If required, you are certified as fit for work following a full medical examination to be carried out by a medical practitioner selected and paid for, by the Company

All offers are subject to receipt of two satisfactory, positive references whereby the Company reserves the right to review information available online and confer with industry contacts including your current reference. Please be advised that this offer is dependent on a satisfactory reference from your current employer, I would appreciate it if you could notify me of when I can contact your current employer.

Please see below confirmation section which you can sign and return to me directly [or via email] should you accept the above terms and conditions of employment. Please note that this offer is not binding until signed agreements have been exchanged by both parties.

Please revert to me directly by INSERT TIME & DATE, with the signed acceptance section below. Once you are happy to accept the position, we will forward your contract of employment and a copy of the Company Handbook.

We look forward to working with you and are happy to answer any questions you may have about the position.

Yours sincerely

INSERT NAME

INSERT TITLE

On behalf of INSERT REGISTERED BUSINESS NAME

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I accept the above offer of employment.

Signed:

Date: