[Your Company Name]

[Your Address]

[Insert Name]

[Insert Address]

[Insert Date]

Dear [Insert Name],

[Further to your recent interview,] I am pleased to offer you the position of [insert job title] with effect from [insert date] at a starting salary of £[insert salary] per annum.

[It is the Company’s policy that this offer of employment is subject the receipt of two references that are satisfactory to the Company being collected from your current/previous employer and/or another employer. If you are unable to provide two such references, or we are unable to obtain them from your referees, the Company reserves the right to withdraw this offer of employment with immediate effect.]

This offer of employment is also conditional upon and subject to the receipt of [a satisfactory Disclosure and Barring Service check,] evidence of your eligibility to work in the United Kingdom (a list of acceptable documents can be found in Appendix A) [and evidence of your qualifications].

Please also note that you will be subject to a probationary period of [6] months that will not be successfully completed until you are informed of this in writing.

I enclose a statement of terms of employment applicable to this post (two copies). Please sign the enclosed terms and conditions of employment and return a copy to me at [insert address] by [insert date] to indicate your acceptance of this offer.

Also enclosed is a copy of our employee privacy notice.

In the meantime, we would like to welcome you to our Company and trust that our association will be long and mutually satisfactory.

Yours sincerely,

[Insert Name]

[Insert Job Title]

**Appendix A**

**List A**

Acceptable documents to establish a continuous statutory excuse:

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A Permanent Residence Card issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder’s parents or adoptive parents, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**List B**

**Group 1** – Documents where a time-limited statutory excuse lasts until the expiry date of leave:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a nonEuropean Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer.

**Group 2** – Documents where a time-limited statutory excuse lasts for 6 months:

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.