**Private and Confidential**

XXXXXXX

Sent via email: XXXXXXXXX

23 October 2018

Dear XXXXXXX

**XXXX ROLE TITLE XXXX**

Following your recent interview, I am pleased to offer you the position of XXXXXX with effect from XXX. Your Manager for this post will be the XXNAMEXX, XXtitleXXX, whom you met during the interview.

*This offer is subject to Enhanced Clearance under the Disclosure and Barring Service (DBS) procedures. I have emailed you the details, outlining step by step the DBS procedure for you to follow at your earliest convenience.*

Your commencing salary will be £XXX per annum pro rata, and your hours of work will be XXX hours per week. Given your part time hours, your salary will be £XXXX

Please find enclosed a Bank details form, and Emergency Contact details form for your completion. I will also need your Inland Revenue form P45 from your previous employer. Should you not have a P45, I am enclosing a Starter Declaration form which will need completing in its place.

Your Contract of Employment will follow as soon as your pre-employment checks have been completed.

Your appointment is subject to a three month probation period during which time your performance and progress will be kept under review.

I wish you much success in your new role and I hope that you enjoy your work within the Parish of XXXXXXXXX.

In the meantime should you have any queries, please do not hesitate to contact me.

Yours sincerely

**XXXXXXXXX**

**XXXXXXXXXXXXXXXXXXXXXXX**

**xxxxxxxxx@xxxxxxxxxxxxxxxxxxx**

Encl Starter Declaration

 Bank Details Form

 Emergency Contact Details

 Instructions for DBS check

CC Recruiting Manager