

Dear

Further to our recent discussions, I am very pleased to offer you the position of (Job Title) reporting to (Job Title) who is your line manager.

I would like you to start on (date) at (time) and your employment will be considered as continuous from that date.

Your other terms of employment are contained in the enclosed 'Main Terms and Conditions of Employment'. This offer is subject to the following conditions:

- That two satisfactory employment references are received, one of which must be your present employer. Your present employer will be not be contacted until I receive your written acceptance of this employment offer. A third character reference should also be received from your church leader who has known you personally for a reasonable period of time. If you are not able to provide an employment reference, you must provide another character reference instead.
- That you provide me with original documents before your first day of employment, which confirms your right to work in the UK.
- A satisfactory Enhanced/ Standard (delete as applicable) check from the Disclosure and Barring Service (DBS).(delete if not applicable)

I should be grateful if you could sign one copy of the 'Main Terms and Conditions of Employment' and return it to me as confirmation of your acceptance of the position.

I also enclose a confidential Personal Information Form that I should be grateful if you could complete and return at the same time. This will be kept for reference in your personnel file.

I would like to welcome you to XXXX Church and look forward to your contribution to our ministry. Please bring with you your P45 tax form on your first day.

Yours sincerely,

**Job Title**

Encl. Main Terms and Conditions of Employment and Personnel Information Form.