

< Service User Name >

< Date >

< Applicant Address >

Dear < Applicant >,

Further to your interview today, I am pleased to offer you the job as my Personal Assistant subject to satisfactory references being provided and a Disclosure and Barring Service Check being carried out.

I will contact you shortly to confirm the terms and conditions of the post, i.e. hours, rate of pay, probationary period etc, and the commencement date of employment.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

< Employer >