

Letter of Appointment

Introduction

Cambridge HR Solutions provides advice and guidance to organisations big and small in the private, public and third sectors on all HR matters.

These guidelines¹ are intended to help managers navigate the sometimes complex world of HR.

Contracts of Employment

It is good practice to issue employees three core documents which together establishes the contractual and non-contractual obligations of the employer/employee relationship. These are:

Letter of appointment – which includes terms and conditions unique to that employee – pay, date of appointment, holiday entitlement etc.

Statement of Contractual Terms and Conditions of Employment* – which are “generic” and typically apply to all employees.

Staff Handbook* – which sets out your non-contractual company policies and procedures, the bulk of which will be HR-related, but may include health and safety, finance stuff (expenses policies) and so on.

* Please see our other [guidelines](#) for these two documents.

Letter of Appointment

Your letter of appointment sets out **some** of the main terms and conditions of employment your employees are subject to, and as a minimum should include:

1. The name and address of the employee.
2. Today's date.
3. Job title.
4. The date employment commences – the “Start Date”.
5. The contract status – whether it is for a permanent, temporary or fixed term, and if the latter the termination date.
6. Any reference to other important documents which together form the whole contract, for example:

This letter and the attached booklet entitled Statement of Contractual Terms and Conditions of Employment form your Contract of Employment with XYZ Limited.

7. Place of work.

¹ These are for information only. We therefore regret that we cannot be responsible for any loss you may suffer as a result of any omission or inaccuracy, and we encourage you to seek advice accordingly.

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8. To whom s/he reports – name and job title.
9. Wage or salary per week/month/year, and when and how it is paid.
10. Start and finish times, including number of hours worked per day/week/month – whichever is appropriate.
11. Duration of a probationary period – if one is set.
12. Holiday entitlement, and when the holiday year runs from and to.
13. The person to whom s/he should report on their first day, together with date, time and location.
14. The name, signature and job title of the person offering the job.
15. A duplicate of the letter, with the following statement added at the bottom which the employee should sign and return with their acceptance:

I have received, read, understood and accepted all the conditions outlined in this letter and the enclosed Statement of Contractual Terms and Conditions of Employment and Staff Handbook.

Signed:

First Name Last Name

Date:

If you would like advice about your letters of appointment, or any other matter relating to your contract of employment, do please get [in touch](#).

A Note on Job Descriptions

Should you issue a job description, and if so when?

It is good practice to set out in a separate document what the employee's main accountabilities and responsibilities are. You can use this to assess how s/he is doing at the end of a probationary period, or as part of your performance management process.

We advise employers to issue job descriptions at the time of appointment.

For guidance on how to write a job description please return to our [website](#) and click on Resources.