PLEASE NOTE THAT THIS DOCUMENT IS INTENDED TO PROVIDE GUIDANCE FOR DIRECT PAYMENT USERS. YOU MAY WISH TO ADD TO OR EDIT THIS DOCUMENT TO MEET YOUR REQUIREMETS. THE COUNCIL DOES NOT TAKE RSESPONSBILITY FOR THIS DOCUMENT, RECRUITMENT OR EMPLOYMENT OF PERSONAL ASSISTANTS.

**Sample letter offering the job**

Your name

C/o Direct Payment Advisor / Job Centre / PO Box\*

Date:

Name of Applicant:

Address of Applicant:

Dear (*applicant’s name*)

Offer of employment

Further to your recent interview, I am pleased to be able to confirm the following offer of employment, subject to satisfactory references.

|  |  |
| --- | --- |
| Job title: | Personal Assistant |
| Hours of work | *(insert hours of work)* |
| Annual leave | *(insert number of days/hours)* |
| Probationary period | *(insert number of weeks)* |
| Salary | *(insert salary)* |
| Start date | *(insert start)* |

I would be grateful if you could confirm your acceptance in writing or by phone.

Yours sincerely,

(Your name)

\* Use the return address you used for applications not your own address