

Writing A Job Offer Letter

It is a generally accepted fact that you don't hand in your notice until you have an offer of employment letter. Delays in receiving a written offer can cause candidates to worry and, in some cases, reconsider their desire to join your company. We recommend sending an offer letter within 24 hours of interviewing a candidate. If this is not possible it should be sent within a week and you, or your agency, should notify the candidate of the delay and keep them apprised. We advise emailing any offer / contract of employment paperwork and we will then immediately forward it on to the candidate.

Don't forget that the prompt receipt of an offer letter shows the candidate that you are serious about hiring them which will make them look forward to joining your team.

Make sure that all the details of the job, the start date, working address, salary details etc are included and that they are correct. Try to leave the candidate with no un-answered questions. It's a good idea to include a return envelope so that they can return the signed copy to you quickly.

Do not allow administrative issues to delay the offer from being sent. Ensure that everyone involved has all the information they require and that they are clear on the timescales.

Remember that as much as you want that candidate to join your team, their employer won't want to lose them from theirs. A long notice period allows ample time for a counter offer to be made. Making sure the offer letter is received quickly and that all the details are correct will help to cement the candidate's commitment to move on and makes the process much smoother.

If you need a template for writing a job offer feel free to use our example job offer letter template.

If you would like to speak to us about any of the points raised in our Employer Advice please call us.