SAMPLE

Rejection Letter following Receipt of Application

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you very much for your application for the above position.

After very careful consideration, I regret to inform you that, on this occasion, your application has not been successful.

May I take this opportunity to thank you for the interest you have shown and wish you every success in finding a suitable position.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

# Rejection Letter following Interview

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Job Title)

Thank you for attending the recent interview for the above position.

After very careful consideration, I regret that, on this occasion you have not been successful with your application.

I would, however, like to thank you for the interest you have shown in the Company and take this opportunity of wishing you every success in your future career.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

# Holding Letter

(following receipt of a speculative application)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your recent application for a position with this Company.

Unfortunately we do not, at present, have any vacancies to suit your experience and qualifications. We will however keep your details on file and, should a suitable position occur, contact you.

In the meantime may I thank you for the interest you have shown in the Company and wish you every success in finding a suitable position.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

# Holding Letter

*(applicant failed the interview but you want to keep their details on file)*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I refer to your recent interview of the above position and regret to inform you that, on this occasion, you were not successful with your application.

It was, however, an extremely difficult decision to make as the calibre of interviewees was very high and as a result I would, with your permission, like to retain your application on file. In the event that a suitable vacancy occurs in the future I will contact you again to establish if you are still available and would be interested in knowing further details.

In the meantime, may I take this opportunity to thank you for the interest you have shown in the Company and wish you every success in finding a suitable position.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Invitation to Attend Interview

*(No proof of qualifications required)*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your application for the position of……………………………… with this Company.

I am pleased to invite you to attend an interview on ………………………. …. at ……………………………… On arrival please ask for ……………………………….

In order that arrangements can be made, I should be grateful if you could confirm that you are able to attend. If the date and/or time is not convenient please ring me as soon as possible and I will endeavour to rearrange the appointment.

I look forward to hearing from you.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

# Invitation to Attend Interview

*(Position requiring qualifications)*

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your application for the position of ………………………………. With this Company.

I am pleased to invite you to attend an interview on …………………………… at ……………………………… On arrival please ask for …………………………..

In order that arrangements can be made. I should be grateful if you would confirm that you are able to attend. If the date and/or time is not convenient please ring as soon as possible and we will endeavour to rearrange the appointment. When attending the interview please bring with you any certificates you may have to substantiate your application.

I look forward to meeting you soon.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

# Invitation for Second Interview

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following your recent interview and, in confirmation of what was discussed, I am pleased to invite you to attend a further interview on ………………………… at ……………………………. On arrival please ask for ……………………………

I should be grateful if you would confirm that you are able to attend. However, if this appointment is not convenient please ring me and I will endeavour to rearrange a mutually convenient time.

I look forward to hearing from you.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAMPLE

# Offer of Employment Letter No. 1

Dear ……………………………….

With reference to your recent interview, I am pleased to offer you the position of ……………………………………….. at a weekly/hourly rate of ……………………, which includes a premium for Sunday work. This offer is subject to receipt of satisfactory references.

We would like you to commence with us on …………………… at …………………. and on that day please report to/ask for ………………………………………………

Enclosed for your information is a copy of your Terms and conditions of Employment. Please return the enclosed copy letter duly signed as confirmation of your acceptance of this position and the Terms and conditions of employment.

May I take this opportunity of welcoming you to the organisation and wishing you every success in your career with us.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE**

# Offer Letter No. 2

(This letter incorporates every area required by Statute to form a Contract of Employment, however, please see sample other sample contracts of employment under Section 3)

Dear ……………………………….

Following your recent interview, I am pleased to confirm your appointment, subject to receipt of satisfactory references, as …………………………………… Your main Terms and Conditions of Employment are as follows:

Date of Commencement: ………………………………………..

Salary: £ ……..gross per annum/month/week/hour, paid direct into your bank account on the ……… day of each month/week. This includes a premium for Sunday Work.

Job Title: ………………………………………

Reporting to: ………………………………………

Hours of Work: ………………………………………

*(State daily hours & days of week)*

Overtime: ……………………………………. *(if appropriate)*

Sickness Pay: …………………………………………………….

*(State here the basic details of your Company Sick scheme. If not applicable mention JLC scheme)*

### Holidays: ……………………………………………………

*(State here how many days per annum you will give and when the holiday year starts and finishes)*

Pension: …………………………………………………….

*(If you have a pension scheme state joining details here. If not, you must put here that the Company does not operate a scheme)*

### Notice Period Employer ……………………………………………………

Notice Period Employee ……………………………………………………

Collective Agreement ……………………………………………………

*(State here the name of the union recognised by the Company if applicable)*

The above constitutes your main Terms and Conditions of Employment. You will receive a copy of all Company policies and procedures when you commence with the Company.

Would you please sign the attached copy of this letter and return it to us signifying your acceptance of this position.

Finally, you will appreciate that a letter of this nature has to be fairly formal. However, we look forward to welcoming you to the Company and wish you a long and successful career with us.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full Time / Part Time Contract of Employment**

(*delete as appropriate*)

Terms and Conditions of Employment are as follows:

Date of Commencement: ………………………………………..

Salary: € ……..gross per annum/month/week/hour, paid direct into your bank account on the ……… day of each month/week. This includes a premium for Sunday work.

Deductions: ……………………………………….

Job Title: ………………………………………

Reporting to: ………………………………………

Hours of Work: ………………………………………

*(State daily hours & days of week)*

Overtime: ……………………………………. *(if appropriate)*

Sickness Pay: …………………………………………………….

*(State here the basic details of your Company Sick scheme. If not applicable mention JLC scheme)*

### Holidays: ……………………………………………………

*(State here how many days per annum you will give and when the holiday year starts and finishes)*

Pension: …………………………………………………….

*(If you have a pension scheme state joining details here. If not, you must put here that the Company does not operate a scheme)*

### Notice Period Employer ……………………………………………………

Notice Period Employee ……………………………………………………

Lay-Off and/or Short Time

- The employer reserves the right to lay you off from work or reduce your

working hours, where through circumstances beyond its control it is unable to

maintain you in employment.

- You will receive as much notice as reasonably possible prior to such lay- off or

short-time.

- You will not be paid during the lay- off period.

- You will be paid only in respect of hours actually worked

Collective Agreement ……………………………………………………

*(State here the name of the union recognised by the Company if applicable)*

The above constitutes your main Terms and Conditions of Employment. You will receive a copy of all Company policies and procedures when you commence with the Company.

Would you please sign the attached copy of this letter and return it to us signifying your acceptance of this position.

Finally, you will appreciate that a letter of this nature has to be fairly formal. However, we look forward to welcoming you to the Company and wish you a long and successful career with us.

Yours Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### COPY LETTER

I confirm my acceptance of the position offered and the above conditions.

Signed: ………………………………….. Date: ………………………………….