|  |  |  |
| --- | --- | --- |
| **PRIVATE & CONFIDENTIAL** |  | Harlow CouncilCivic CentreThe Water GardensHarlowEssex CM20 1WG www.harlow.gov.uk |
|  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |  |
|  | Our Ref: |  |
|  | Date: |  |

Dear {First name}

**Provisional Offer for the post of:**

I refer to your recent interview on (date), I am pleased to confirm that the Council has offered you the above post which is subject to satisfactory references, appropriate documentation (i.e. copy of your passport) to prove eligibility for employment in the UK as covered by Asylum & Immigration Act 2006 and educational qualifications. Basic/EnhancedDBS clearance *- if applicable to the role*.All original documentation will need to be seen by *(enter Recruitment Manager’s name).*

This will be a {permanent/fixed term/casual, full-time/part-time} position with the Council, at a salary of {£ } per annum (pro-rata). This corresponds to spinal column point { } on grade { }.

Human Resources will be a position to confirm this provisional offer once all recruitment clearances have been received.

It is expected that a full-time employee will usually attend the council workplace for a minimum of 2 of their working days per week (pro rata for part time staff). This number of days can vary. We also expect our workforce to be flexible as service needs can change and working arrangements will always be subject to change in line with service requirements. Further information may be obtained from the Hybrid Working Policy.

In the meantime, please do not hesitate to contact me if you have any queries.

Yours sincerely,

**Recruiting Manager’s Name**

Title

Tel: 01279 446

E-mail: your e-mail address @harlow.gov.uk