

[Address of Studio]

[Name of person being offered job]

[Address]

[Date]

Dear [Name]

**Re: Position of [name of role] at YourZone45 [Name]**

Further to your interview with me on [Date] I am delighted to be able to offer you the position of [name of role] at YZ45 [name].

Your remuneration for this role will be as follows:

* Basic salary of [£xxxx] per annum [or £x per hour]
* XX holiday per annum plus Bank Holidays
* [if applicable] Performance related bonus scheme (to be agreed once in post)

As it is my own business, YZ45 [Name] is a hugely important to me and I want continued success for me and my team.

I believe that you possess both the attitude and the aptitude to deliver this expectation and I look forward to working with you to this end.

If you would like to accept our offer can you please do so in writing by return to:

[your email address]

Can you also please confirm the date that you will be able to commence your employment.

We look forward to hearing from you.

Kind regards

Yours sincerely

[Name]

YourZone45 Name Owner