

**Company Logo**

[Your business name goes here]

We do not accept any liability for the information or consequences of any actions taken based on the information contained on this website. You should not rely on any information contained on the website in relation to a specific issue or decision without taking financial, banking, investment or other advice from an appropriately qualified professional adviser. We take no responsibility for the accuracy of information contained in the materials contained on this website and we do not make any representations or warranties in respect of such information. Please refer to our Terms of Use for further details.

© Bank of Ireland 2015 Bank of Ireland is regulated by the Central Bank of Ireland. By proceeding any further you will be deemed to have read our 'Terms of Use' and 'Privacy Statement'

# Employment letter summary

*[Letters of employment are hugely important documents that must be presented to every new individual in your business. They are the cornerstone of your individuals’ rights, so be sure yours are accurate, up-to-date, informative and, above all, compliant. You are legally obliged to include certain information which is detailed below with an asterisk (\*)]*

*[Ensure you write on business letterhead paper, which includes your full business name and registered office of business. If you don’t have letterhead, include your company/business name, address and other details on the letter of employment. Specify the full name of the individual and the individual’s address.]*

*[Two copies of the employment letter must be produced: one for you and the other for the individual. Each copy must be signed by a director or senior member of staff in charge of recruitment, and the individual. If there is a staff handbook, give the candidate a copy if and when they accept the position.]*

*[See the* [*ThinkBusiness.ie Human Resources section*](http://www.thinkbusiness.ie/topics/human-resources/) *for more information]*

*[Here’s how you formulate a letter of employment:]*

# Introduction

*[Congratulate the individual on being selected for the role, and state how happy you are to offer him or her the position.]*

# Name and address \*

*[Include the full name of the individual, the full name of your business, and the full address of your business, if it differs from the registered office on the letterhead.]*

# Role and commencement date \*

*[Specify the title of the role. Record the date of commencement of employment.]*

# Contract \*

*[State the nature of the contract of employment. For example, specify whether the role is permanent, or for a fixed-term. If fixed-term, state the duration of the contract. State whether the nature of the contract will change after a period of time. For example, a fixed-term contract could become permanent.]*

# Remuneration \*

*[State the salary and the method of payment. For example, this could be by electronic transfer. State when the individual will be paid. For example, it could be weekly or monthly. Include any information about bonuses, and how they are calculated. If you need the individual to work overtime, you must state this in the employment letter. Include information about special allowances and other benefits. State how remuneration of the role is calculated, as well as any pay reference period. It is a legal requirement that, if the individual earns less than 150% of the national minimum wage, you must include reference to the fact that he or she can request a written statement of their average hourly rate of pay for any pay reference period over the last year.]*

# Place of work \*

*[State where the individual’s place of work will be. If the individual will not have a fixed place of work, specify that the individual will need to work at various locations.]*

# Nature of work \*

*[Explain the roles and responsibilities the individual will have in your business. Include:*

* *General description of the role*
* *A requirement to be flexible and undertake other work as required*
* *What the role will entail on a weekly or monthly basis*
* *Who the individual will report to*
* *What is expected of the individual, including any performance targets that need to be met*
* *Any specific, important information about the nature of the role]*

# Probationary period

*[Include any details of a probationary period, if applicable. A probationary period should not be longer than 11 months.]*

# Hours of work \*

*[State the amount of hours per week the individual is expected to work.]*

# Annual leave \*

*[Employees are generally entitled to four weeks’ annual leave per year, as well as public holiday benefit.]*

# Sick leave \*

*[Include your business’s procedures towards sick leave here.]*

# Other leave \*

*[Include your policy on other leave entitlements over and above statutory requirements. This can include:*

* *Maternity leave*
* *Parental leave*
* *Carer’s leave*
* *Adoptive leave*
* *Paternal leave*
* *Force majeure leave*
* *Compassionate leave*

*See the* [*ThinkBusiness.ie Guide to Leave Entitlements*](http://www.thinkbusiness.ie/articles/leave-entitlements-what-employers-need-to-know/) *for more information.]*

# Rest periods and breaks \*

*[You are legally obliged to include this information. Outline your business’s policies here.]*

# Pension scheme \*

*[If employers do not operate an occupational pension scheme or if certain restrictions apply to their scheme, by law they must ensure that employees have access to at least one Standard pension retirement savings account (PRSA). Include details of whatever is applicable to your business.]*

# Notice requirements \*

*[State the period of notice required for the role.]*

# Lay-off and short-time

*[You are not legally obliged to include reference to lay-offs and short-time, however if you have such procedures in place in your business, it is advisable to include them.]*

# Collective agreements, where applicable \*

*[State the details of any applicable collective agreement. For example, a health insurance scheme for employees.]*

# Retirement

*[You are not legally obliged to include any reference to retirement in an employment letter. However, it is advisable to state what procedures you have in place, if applicable.*

# Health and safety

*[Any specific information about health and safety in your business should be documented here.]*

# Changes to employment conditions

*[If there will be changes to the individual’s working conditions in the future, it is advisable to reference them and detail the process through which they will occur.]*

# Flexibility clause

*[Any arrangement regarding flexible working should be included here.]*

# Confidentiality clause

*[If the individual will be dealing with sensitive information, it is advisable to insert a confidentiality clause.]*

# Policies

*[It is advisable to include references of company policies, such as email, data protection and internet policies.]*

# Disciplinary and grievance procedures

*[Include your business’s policy towards disciplinary issues and griveances here, along with specific information particular to your business.]*

# Dismissal

*[Outline your business’s dismissal policy here, if applicable.]*

# Signatures and date

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

*[Signature]*

*- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -*

*[Date]*