{DATE}

Dear {NAME OF EMPLOYEE},

I am writing to offer you the role of {JOB TITLE} on a permanent basis with effect from {DATE}.

***Only to fill in if salary is also changing:*** Your new salary will be £ xxxxxxxxx

All other terms and conditions of your employment will remain unchanged.

If you are willing to accept this permanent position, please sign and return this letter by {DATE}.

Yours sincerely,

**{MP’s NAME and SIGNATURE}**

I {NAME OF EMPLOYEE} accept / do not accept this permanent offer.

Print: ………………………………………………………………………………………

Sign: …………………………………………………………………………………………

Date: ………………………………………………………………………………………

**Notes:**

* Once signed by both parties, this letter should be submitted to IPSA. Please retain a copy for your own records.