[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 fill in if salary is also changing:*** Your new salary will be £[SALARY].

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

Yours sincerely,

[MP’S NAME AND SIGNATURE]

***This letter should be attached to the ‘Fixed Term Extension or Make Permanent’ form on IPSA Online and must be issued to the employee.***