

Sample letter of offer

<XYZ Company>

<Applicant's name and contact address>

Dear *{Name of successful applicant}*,

Re: Offer of Employment with *{Name of Organisation}*

We would like to welcome you to *{organisation name}* and formally offer you the position of *{Job Title}*. This letter sets out the terms and conditions of the offer and your acknowledgment and acceptance of them.

Your key responsibility in this role is to *{Outline the responsibilities of the job}*. A full job description is attached.

Our business takes very seriously its obligations under the Occupational Health and Safety Act, Anti-Discrimination Act and Industrial Relations Act.

Your employment conditions are governed by the *{Name of the relevant award}*.

Grade of position

{insert grade as defined in the award}.

Type of employment

{insert appropriate category: full-time or part-time or casual}.

Probation period

Your employment will initially be subject to a *{insert period of time up to three months}* probation period, with your performance monitored during this period. Your continued employment will be confirmed before the end of the probation period.

Wages

The gross wage will be *{insert amount}* per *{insert period}*.

Hours

{insert no.} per *{insert period}*.

Overtime

It is agreed that you will work reasonable overtime should the need arise.

Leave provisions

You will be entitled to four weeks paid holidays each year.

You will be entitled to 38 hours sick leave in your first year of service, and 61 hours for every subsequent year.

You will be eligible for up to 12 months unpaid parental leave after you have 12 months service with *{Name of Organisation}*.

You will be entitled to two months paid long service leave after 10 years service with *{Name of Organisation}*.

Superannuation

The business, in accordance with the Superannuation Guarantee Levy, will contribute an amount to an appropriate superannuation scheme on your behalf.

Policies

You should be aware of Occupational Health and Safety Regulations, Procedures in Case of Fire and the Non Smoking Policy. Copies of these policies are displayed on the premises.

Occupational health & safety

It is the responsibility of all staff to ensure that their activities are carried out in a safe manner. Observation of any matter that would constitute an unsafe environment must be reported to the supervisor who will rectify the matter or isolate the problem immediately.

Smoking and alcohol policy

Smoking and the consumption of alcohol are not permitted on the premises during opening hours.

Performance standard

Performance will be reviewed and discussed between the manager and the employee every *{insert period}*. The assessment of your performance will take into account the feedback from customers and progress in learning the duties of the position.

Grievance Procedure

Our policy is to resolve grievances through consultation and should you at any time need to discuss any matter you are encouraged to contact *{indicate relevant person}*.

Complaints from customers

You must project a pleasant and helpful attitude to customers at all times. Notify the supervisor immediately of any complaints, or if you experience any difficulty with dissatisfied or disruptive customers.

Appearance

You must appear neat and professional at all times. Only moderate fashion accessories should be worn during working hours.

Supervisor

Your supervisor will be *{insert supervisor's name/s}*.

Special or additional duties of the position:

{insert any special conditions}.

Acceptance

We have set out in this letter the terms and conditions of your employment with {*Name of Organisation*}. Please sign if you accept all the terms and conditions. You will also be required to complete:

- an Employment Form
- taxation declaration forms.

Commencement

Your employment will commence on {*Date*} at {*Location*}. You should report to {*Contact Person*} at {*Time*} a.m./p.m.

Yours sincerely

John Smith
Manager

I accept the terms and conditions set out in this letter

Name:

Signature:

Date:

This is intended as a guide only. For more detailed information, you should refer to the relevant award.

You may also wish to contact the Office of Industrial Relations on 131 628.