<insert date here>

<insert employee’s name here>

<insert employees address here>

<insert employees address here>

Dear <insert employee’s name here>,

**OFFER OF EMPLOYMENT WITH** <insert business name here>

Further to our recent discussion we are pleased to offer you employment with <insert full business entity name here>.

Your terms and conditions of employment are provided in the <insert name of enterprise agreement, award here>. A copy of the <insert award of enterprise agreement here> as well as the National Employment Standards is available for you to review.

A copy of the Fair Work Information Statement is provided as part of this letter of offer.

A copy of the <insert name of handbook here> Employee Handbook is provided for your information and acknowledgement. This document does not form part of the offer of employment, however, all staff are required to read and acknowledge and comply with the information and procedures outlined in the document. <delete this clause if an employee handbook is not used>

For the purpose of avoiding doubt this letter of offer does not incorporate, the National Employment Standards, the applicable award or enterprise agreement or the employee handbook as terms of your contract of employment.

The following items which were discussed with you and which will apply to your employment are confirmed as follows:

* Position/classification: <insert position title here>
* Employment status: <insert full time, part time or casual here>
* Hours of work: <insert regular hours of work if possible, but ensure that if they will change then this is clearly stated in this clause>
* Commencement date: <insert commencement date here>
* Reporting to: <insert direct report here>
* If working under these terms and conditions are acceptable, and you wish to accept this offer of employment, please do so by signing this letter and return it to your supervisor.

If you have any queries, please come and see me to discuss the matter.

Yours sincerely

<insert name here>

<insert position title here>

<insert company name here>