Offer of Employment

<Copy and paste this to employer’s own letterhead>

Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

<Employee’s full name and address>

## PRIVATE AND CONFIDENTIAL

Dear <employee’s name>

I am delighted to advise you that you have been successful in your application for the position of *<insert position title>.*

Congratulations, and welcome to the team!

This letter and the attached Employment Contract and its schedules set out the terms and conditions of your proposed employment. Also enclosed is a copy of the Fair Work Information Statement.

Please read this letter and the attachments carefully, and seek professional advice if you are unsure about anything. If this letter and the enclosed documents do not cover all the matters discussed with you during the interview process, please let us know immediately.

If you are happy with this offer, please sign the enclosed copy of this letter where indicated and return it to us by *<select “by [date]” or “as soon as possible”>*.

You should keep this letter for your records. Until the duplicate copy of this letter has been signed, you will be deemed not to have accepted this offer of employment.

If you accept the offer, your first day of work will be *<insert date>.*

On arrival, please report to *<insert name>* at *<insert time>.*

Please bring with you:

* a copy of your qualifications (if applicable);
* proof of identity (e.g. copy of your birth certificate. If you are not an Australian citizen, we will also need to see your work permit, if applicable);
* your driver’s licence <if position involves the use of motor vehicles>;
* your tax file number and details of your superannuation scheme, if you have one; and
* your bank details.

Your position description can be found in the Schedule to the Employment Contract. Please remember that this is a general statement and is not meant to be an exhaustive list of your duties.

Please note that our business is committed to the well-being of its staff by ensuring a progressive workplace and, in doing so, continually seeks to improve work conditions and practices. For this reason you should be aware that there will be changes from time to time in the farm’s policies and procedures. You will be informed when this occurs.

We look forward to you joining the team and trust that you find it both challenging and rewarding.

Yours sincerely *<insert name of employer or employer’s representative> <insert position title>*

I declare that:

(a) I have read and understood the Offer of Employment and the Employment Contract; and

(b) I accept the Offer of Employment and will abide by these conditions of employment.

Employee's signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_.