



## OFFER OF EMPLOYMENT TEMPLATE

Date

Dear \_\_\_\_\_

### Re: Offer of Employment

Following our interviews and background checks, I am pleased to inform you that you have been selected for our current position of \_\_\_\_\_.

Your initial terms of employment will be:

Salary/Wage: \$ \_\_\_\_\_ per week/month

Review Dates: [Insert dates at which remuneration is reviewed]

Applicable Award/Agreement: [Insert relevant Award, AWA or CA]

Standard Hours of Work: Refer to Clause ?? in the Company Policy Manual

Position Reports to: [Insert appropriate supervisor/manager]

Annual Holidays: Statutory entitlements, as varied from time to time.

Long Service Leave: Statutory entitlements, as varied from time to time.

As we discussed in our interviews, the position has a three-month probationary period, during which we will both assess our satisfaction with the working relationship. During the probationary period, no permanent rights or entitlements shall accrue to you. On satisfactory completion of a probationary period assessment, you will be notified in writing of your transition (or otherwise) to 'permanent' status, from which time your entitlements will commence.

Sincerely,

[HIRING AUTHORITY]  
Department Name