

[insert date]

[insert name of potential employee]

[insert address]

Dear [insert name]

Offer of Employment

I am pleased to offer you the following position:

[insert title of position] with [name of business] starting on [insert date]. Your starting remuneration will be [insert amount – if hourly rate then state this].

The attached draft employment agreement contains the proposed terms and conditions of your employment. You are encouraged to read it thoroughly and seek legal advice on your rights and responsibilities under this employment agreement.

Accepting the offer

If you agree with the proposed terms and want to accept this offer of employment, please sign a copy of *this letter of offer* and the attached employment agreement and return them to me by [insert date that gives the person a reasonable chance to get advice]. If I don't receive a signed copy of this letter and employment agreement by 5pm on that date, this offer will be automatically withdrawn, and you will not be able to accept it. If new information is received that affects this offer, then we reserve the right to withdraw the offer at any stage prior to receiving your acceptance.

If there is anything in this offer of employment that you are unclear about, disagree with, don't understand and want to discuss, please contact me immediately.

Yours sincerely,

[insert employer's name, title]

[and contact details]

I, [insert name of potential employee], have read and have had a chance to get advice about the terms and conditions of employment set out in this letter and in the attached individual employment agreement. I fully understand and accept this offer and terms and conditions of employment.

Signed by: _____

Date: _____

