[[1]](#endnote-1)

[enter today’s date]

[enter applicant name]

[enter applicant address]

[enter Town State Postcode]

Dear [enter applicant first name]

**Re: Offer of Employment**

Further to our meeting/discussions held on the [enter date], we are delighted to offer you the fulltime/part-time/casual [delete whichever is not applicable] position of [Position Title].

You will find enclosed the proposed employment agreement, setting out the terms and conditions of this offer of employment (Employment Agreement). Please review the Employment Agreement carefully.

The terms and conditions set out in the Employment Agreement will come into effect once it is signed by all parties. It is anticipated that you will find these terms and conditions to be acceptable. Please sign and date your acceptance of them before returning one signed copy to [name].

If you have any questions regarding this offer of employment, do not hesitate to contact us to discuss them.

We look forward to working with you as part of the team.

Yours Sincerely

[signature]

**Your Name**

Your Title

1. [↑](#endnote-ref-1)