

Date

insert employee's name

Dear insert employee's name:

Offer of Employment

I am pleased to offer you the position of **Position** at **insert location of Employer's premises** starting on **insert start date**. I propose that the terms of employment will be those in the attached draft individual employment agreement.

Please note that you are entitled to discuss this offer and to seek advice on the attached proposed agreement with your family, a union, a lawyer, or someone else you trust. If you would like information about your employment rights, see the Department of Labour's website www.ers.dol.govt.nz or phone the Department's free information line on 0800 20 90 20.

If you disagree with, do not understand or wish to clarify anything in this offer, please contact me to discuss.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by **insert date - must be prior to start date above**. If I have not heard from you by that date, this offer will be automatically withdrawn.

I look forward to working with you.

Yours sincerely,

Employer name
Employer address

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I, **insert employee's name**, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

Signed by:..... **Date:**.....