## Letter of Offer template (Participants)

Purpose of this template

You can use this template to help you write your offer letter or email to a successful applicant. We recommend you make a verbal offer by phone first, then follow up with your letter or email.

This letter is serves as a formal record of your offer of employment, for the worker and yourself. It’s a good idea to ask the worker to reply in writing to accept your offer.

How to use this template

1. Save the template as a new document
2. Enter applicant and role information in the spaces indicated by (grey text highlighted with brackets).
3. Remove any rows that are not necessary, or add additional rows / content if required.
4. Review and change the content of the letter as required and delete this page before sending.

*The template starts on the next page. Remove this page before sending*

Date: (Click to enter today’s date)

(Employee full name)

(Employee address – postal or email)

Dear (Employee first name)

Congratulations! I am writing to offer you the position of (Position title).

(Optional – delete if not necessary): This offer is subject to satisfactory completion of the necessary background and other checks.

Below are the details of the position:

| Position title | (Position title) |
| --- | --- |
| Where you will work | (Location) |
| Start date | (Start date) |
| Salary/pay rate | (Salary or pay rate ($p/a, or $p/h)) |
| Type of employment | (Employment type (Full-time/Part-time/Casual)) |
| Hours of work | (Hours of work) |
| Conditions | ((if applicable) Additional conditions of note) |
| Proof / documentation required | (List any documentary evidence required including certificates, qualifications or other checks) |

Please reply in writing to this letter, confirming you accept the offer. If you have any questions you need answered before accepting, please don’t hesitate to contact me at (your phone or email address here).

I will be in touch about next steps as soon as I receive your reply.

Congratulations once again and I look forward to working with you!

Regards,

(Your name here)