## Letter of Offer template (Providers)

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 serves as a record of your formal offer of employment, for the worker and yourself.

How to use this template

1. Save the template as a new document
2. Fill in the blanks, indicated by (text highlighted in grey in brackets) to personalise the content for the applicant and the role
3. Remove any rows that are not necessary, or add additional rows / content if required
4. Email (recommended) or post the letter to the candidate
5. You may attach to the email additional information about the position (for example, the full position description) or any additional information the applicant might need.

*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 / We are) writing to offer you a position as (Position title) at (Organisation name) . This offer is subject to satisfactory completion of the necessary background and other checks.

| Position title | (Position title) |
| --- | --- |
| Location | (Location) |
| Start date | (Start date) |
| Salary/pay rate | (Salary or pay rate ($p/a, or $p/h)) |
| Employment type | (Employment type - Full-time/Part-time/Permanent/Casual) |
| Hours of work | (Hours of work) |
| Conditions | (if applicable any 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).

Optional additional text examples (delete if not needed):

* I have attached the full position description/ a copy of our organisational goals and values on a page/ etc, for your information.
* Once you have formally accepted this offer, I will send you additional information about (state what it will be).

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

Regards,

(Your name here)