

# Successful Salaried Applicant Letter

Date

Dear

## PRIVATE AND CONFIDENTIAL - PROPOSED EMPLOYMENT

We refer to recent interviews with you and advise that you have been successful in attaining employment as <position> of <department>

Set out below are the terms and conditions of our offer of employment.

<b>Position:</b>	
<b>Reporting to:</b>	
<b>Commencement Date:</b>	We would like you to commence on
<b>Qualifying period:</b>	It is company policy that a trial period of <period> be undertaken to ascertain your suitability for this position. During that time, either party may terminate the employment on one week's notice in writing to the other. At the end of the trial period your performance will be reviewed, and your permanent employment will be determined. Where successful, thereafter, the Company's usual notice period of four weeks will apply.
<b>Hours of duty:</b>	Your ordinary hours of work shall be dependent on your position but may be an average of thirty-seven and one half per week. The normal hours of work are between 8:30am and 5:00pm, Monday to Friday with one hour for lunch. <i>It should be noted that these are the minimum requirements.</i>
<b>Remuneration:</b>	Details of your salary/wages are set out in the attached Schedule. Your starting salary is <\$amount> pa, which will be paid, less tax, into your bank account.
<b>Employment conditions:</b>	The conditions of your employment are set out in the Workplace Handbook, which will be provided on commencement.
<b>Annual leave:</b>	Accrues at the rate of 4 weeks per year of continuous service.
<b>Long service leave:</b>	Entitlements will be in accordance with the state statutory provisions upon eligibility.

<b>Superannuation:</b>	You will be eligible to join the <superannuation fund name> details to be given on commencement. The current company contribution rate is <rate> %.
<b>Resignation:</b>	Following the successful completion of your probationary period you will be required to give <number> weeks' notice on resignation of your employment.

## Confidential Information

Whilst employed with and following any departure from our Company, you must not divulge or use, either for your own benefit or that of others, any confidential information about our Company or its affairs acquired during employment with us. Confidential information refers to information (written, verbal, or electronically stored) of commercial, technical or financial type, which is not publicly available.

On commencement, you may be required to complete a confidentiality agreement.

We look forward to you joining the Company and trust that you find it both challenging and rewarding. This offer of employment is valid for (5) five working days from the date of this letter.

To formally accept this offer would you sign one copy of this letter and return it to the undersigned within the prescribed period and retain the other for your personal records.

Yours sincerely

## Acceptance of offer

Signature:

Date: