

EMPLOYMENT OFFER LETTER

Location: _____ Date: _____

Employer Information:

Company Name: _____

Business Address: _____

Contact Person: _____

Phone/Email: _____

Candidate Information:

Full Name: _____

Address: _____

Phone/Email: _____

Position Details:

Job Title: _____

Employment Type (Full-time/Part-time/Casual): _____

Work Location: _____

Reporting To: _____

Remuneration and Benefits:

Base Salary (AUD per annum): _____

Payment Frequency: _____

Superannuation: _____

Other Benefits: _____

Employment Terms:

Commencement Date: _____

Probation Period (if any): _____

Ordinary Hours of Work: _____

Leave Entitlements: _____

Duties and Responsibilities:

The Employee agrees to perform the duties and responsibilities as outlined in the attached Position Description, and any other duties as reasonably required by the Employer related to the position.

Confidentiality:

The Employee shall not, during or after the term of employment, disclose any confidential information or trade secrets of the Employer, except as required by law or with prior written consent.

Termination:

Either party may terminate the employment by providing the notice period required under the Fair Work Act 2009 or the applicable industrial instrument. Termination for serious misconduct may be immediate.

Policies and Procedures:

The Employee agrees to comply with all lawful and reasonable policies and procedures of the Employer, as amended from time to time.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Australia and the State or Territory in which the Employee principally performs their duties.

Entire Agreement:

This letter, along with any documents expressly incorporated by reference, constitutes the entire agreement between the parties and supersedes all prior understandings related to the employment.

Acceptance of Offer:

Please indicate your acceptance of this offer by signing and returning a copy of this letter. The terms of employment will commence upon your acceptance.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

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