

[Date]

[Name]
[address 1]
[address 2]
[address 3]

Dear saluation,

I am pleased to offer you the position of [Job Title] with [Company Name].

Congratulations! We look forward to a successful relationship with you as part of our team.

I propose that the terms of employment will be those in the attached draft Employment Agreement. When you have read it, if you have any queries on any aspect, please contact us immediately so that we can clarify your concerns. We want you to clearly understand what the position entails, what your remuneration will be and other relevant aspects of the position.

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 are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of the employment agreement and return it to me by [[date for return of Employment Agreement] and retain the original for your records. If I have not heard from you by that date, this offer will be automatically withdrawn.

Once again, congratulations on your appointment. We look forward to you joining us on [Day, commencement date].

If you have any queries please do not hesitate to contact me.

Yours faithfully

[Name]
[POSITION DESCRIPTION]