[date]

[name of applicant]

[address]

[address]

[address]

Dear [name]

**Offer of employment**

I am pleased to offer you the position of **[title]** at **[location]** starting on **[date]**. I propose that the terms of employment will be those in the attached draft individual employment agreement.

Please note that you are entitled to discuss this offer and to seek advice on the attached proposed agreement with your family, whānau, a union, a lawyer or someone else you trust. If you want some information on your employment rights, you can also contact the [Employment Relations Service's](http://www.employmentrelations.co.nz/Our+Expertise/Helping+Employees.html) free information and advice service.

Also, if you disagree with, or do not understand or wish to clarify anything in this offer, please ring me to discuss any issue you wish to raise.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by **[insert date – ensure this is prior to the commencement date above]**. In the event I have not heard from you by this date, this offer will be automatically withdrawn.

I look forward to working with you.

Yours sincerely,

**[Name of employer]**

**[Address of employer]**

I, **[enter name of successful applicant]**, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

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**[Signature of successful applicant]**

Date: