

Date

Contact Name  
Address 1  
SUBURB STATE POSTCODE

Dear [Contact Name]

#### APPOINTMENT – [NAME OF POSITION]

I am pleased to offer you employment in the position of <insert position title> with us at <insert company/partnership/sole trader name and the trading name of business> ('the employer') on the terms and conditions set out in this letter.

#### 1. Position

- 1.1 Your start date will be <insert start date>.
- 1.2 Your employment will be <full-time/part-time>.
- 1.3 The duties of this position are set out in the **attached** position description. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.
- 1.4 You will be required to perform your duties at <location>, or elsewhere as reasonably directed by the employer.

#### 2. Probation

*This clause is optional. Delete all of clause 2 if no probation period will apply.*

- 2.1 A probation period will apply for the first <insert number> months of your employment. During this time we will assess your progress and performance in the position.

*What is a reasonable probation time will depend on things like industry practice, the job and individual circumstances. Please note that having a probationary period will not affect an employee's entitlement to lodge an unfair dismissal complaint.*

- 2.2 During the probation period you or the employer may end your employment by providing notice in accordance with the table in clause 8.1 below.

#### 3. Terms and conditions of employment

- 3.1 Unless more generous provisions are provided in this letter or in the attached Schedule, the terms and conditions of your employment will be those set out in the <insert relevant award name (or enterprise agreement name if you have one)> and applicable legislation. This includes, but is not limited to, the National Employment Standards in the *Fair Work Act 2009*. Neither the <insert relevant award name (or enterprise agreement name if you have one)> nor any applicable legislation are incorporated into your contract of employment.

*Call Business Savvy for information about your award or enterprise agreement.*