

Appointment Letter

Insert Date

Insert Name of Successful Applicant

Insert address

Dear [insert name]

Offer of Employment

I am pleased to offer you the position of **position and name of business** at **insert location** starting on **insert 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, a union, a lawyer, or someone else you trust. If you would like information about your employment rights, see the [Ministry of Business, Innovation and Employment's website](#) or phone the Department's free information line on **1234569870**.

If you disagree with, do not understand or wish to clarify anything in this offer, please contact me to discuss.

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]**. If I have not heard from you by that date, this offer will be automatically withdrawn.

I look forward to working with you.

Yours sincerely,

Insert Employer's Name, title

and contact details

I, **insert 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.

Signed by:

Date: