FORMAL JOB OFFER SAMPLE LETTER

(On Employer Letterhead)

{Date}

{Candidate name}
{Candidate email or address}

Dear {Insert name of Candidate},

Offer of Employment

We are pleased to offer you the position of {insert job title} with {insert name of employer}. Your starting {choose one - wage/salary} will be $ {put in either starting wage or salary level} gross per {choose either hour or annum}. Your commencement date will be {put in date you intend for the candidate to start work}

An Individual Employment Agreement ('the Agreement") is enclosed (in duplicate) for your consideration and signing, as acceptance of this offer. Read the document carefully as it is legally binding. You are entitled to seek advice, including legal advice, prior to signing the Agreement and we encourage you to do so.

Once you have had a chance to review the documentation and seek independent advice if you wish, we ask that you sign the Individual Employment Agreement, and retain a second copy for your reference. Please note, you will not be able to start work until your Individual Employment Agreement is signed.

If you intend on accepting this offer, please sign and return the Agreement by 5pm on {insert last date for acceptance} and prior to your commencing employment. Or if there is anything you are unclear about, disagree with or wish to discuss about the Agreement and/or your position let me know, and we can discuss any possible changes to the Agreement. In the event we have not heard from you by 5pm on {insert last date for acceptance} this offer is deemed withdrawn.

Regarding KiwiSaver, the KiwiSaver Act provides for employees to join KiwiSaver. KiwiSaver is a government initiative set by legislation. You will need to assess your own situation - normally you will be required to opt out of the scheme - and act accordingly. We will pay any legislated obligations we may have regarding KiwiSaver.

{Name of employee}, we look forward to welcoming you to our organisation. Should you have any queries regarding the attached Agreement, please do not hesitate to get in touch to discuss further.

Kind regards,

_____

Signature of person signing on behalf of the Employer

Name:

Title:

Employer name:

retail MEAT new zealand