

Job offer letter

Sets out the terms you are offering before employment starts. It is not a substitute for an employment contract — it is the document that records what was agreed, so the contract that follows matches the conversation.

Before you send this

- Name the applicable modern award and classification level. This is the most common omission, and it is the one that causes underpayment later.
- State the employment type clearly. Casual employment has specific requirements and must be described as casual.
- Include superannuation as a separate line rather than folding it into a package figure.
- Say what the offer is conditional on — right to work, licences, references, a satisfactory check.
- Give the offer an expiry date, and attach the Fair Work Information Statement (and the Casual Employment Information Statement for a casual).

Letter template

CANDIDATE NAME

DATE

We are pleased to offer you the following position.

POSITION TITLE

EMPLOYMENT TYPE (FULL-TIME, PART-TIME, CASUAL, FIXED TERM)

APPLICABLE MODERN AWARD OR AGREEMENT

CLASSIFICATION LEVEL UNDER THAT AWARD

BASE RATE OF PAY (PER HOUR OR PER ANNUM)

SUPERANNUATION (PERCENTAGE, PAID IN ADDITION TO THE ABOVE)

ORDINARY HOURS AND USUAL PATTERN OF WORK

LOCATION / SITE

PROPOSED START DATE

REPORTING TO

Conditions of this offer

- Evidence of your right to work in Australia
- Any licences or certifications required for the role
- Satisfactory reference and background checks, where applicable

THIS OFFER REMAINS OPEN UNTIL

Please sign and return a copy to accept. A full employment contract will follow and will govern your employment.

Signature

SIGNED

NAME AND POSITION

DATE

This template is general information for Australian employers, not legal advice. Employment obligations depend on the applicable modern award or agreement, the employment contract and the circumstances. Confirm anything you are unsure of with Fair Work or a workplace relations adviser.