

APPOINTMENT LETTER

To: _____

Dear: _____

We are pleased to appoint you to the position set forth below under the terms and conditions described in this letter.

Please read this letter carefully, as it outlines the scope of your appointment, duties, remuneration, and other important details.

1. Position and Duties:

You are hereby appointed as [Position Title] of [Company Name], responsible for performing all duties customarily associated with this position and any other duties as reasonably assigned by the Company. You shall faithfully and diligently perform your duties and comply with all lawful directions given by the Company.

2. Term of Appointment:

This appointment is effective from the date of acceptance and shall continue until terminated by either party in accordance with the terms of this letter or applicable law.

3. Remuneration:

The Company shall pay you a remuneration of [amount] Australian Dollars (AUD) per [period], subject to deductions and withholdings as required by law. Payment shall be made in accordance with the Company's normal payroll procedures.

4. Hours of Work:

You shall devote such time and attention to the business of the Company as is reasonably necessary to perform your duties, including standard business hours and such additional hours as may reasonably be required.

5. Confidentiality:

You shall keep confidential all information relating to the business and affairs of the Company that is not publicly available, both during and after the term of your appointment, and shall not use or disclose such information except as required by law or authorized by the Company.

6. Termination:

Either party may terminate this appointment by providing reasonable written notice or payment in lieu of notice, subject to compliance with applicable Australian laws, including the Fair Work Act 2009. The Company may terminate your appointment without notice for serious misconduct.

7. Compliance with Laws and Policies:

You agree to comply with all applicable laws, regulations, and Company policies and procedures relevant to your position, including workplace health and safety and anti-discrimination laws.

8. Intellectual Property:

Any intellectual property created by you in the course of your appointment shall be the exclusive property of the Company, and you agree to execute any documents necessary to assign such rights to the Company.

9. Governing Law:

This appointment letter and any dispute arising out of or in connection with it shall be governed by and construed in accordance with the laws of Australia. The parties submit to the non-exclusive jurisdiction of the courts of Australia.

10. Entire Agreement:

This letter constitutes the entire agreement between the parties and supersedes all prior agreements relating to its subject matter. No amendment shall be effective unless in writing and signed by both parties.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

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