

# EMPLOYMENT OFFER LETTER

Recipient Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Dear [Candidate Name],**

We are pleased to offer you employment with [Company Name] (the “Company”) on the terms and conditions set out in this letter. This letter, along with any attachments and referenced policies, form your employment contract and is governed by the laws of Australia. Please review the terms carefully.

## **1. Position and Duties:**

You will be employed in the position of [Job Title]. Your duties and responsibilities will be those reasonably assigned by the Company, consistent with your role. You agree to perform your duties faithfully, to the best of your abilities, and in compliance with all lawful directions.

## **2. Commencement of Employment:**

Your employment will commence on [Start Date], subject to your acceptance of this offer. This letter and any attachments constitute the entire agreement between you and the Company regarding your employment.

## **3. Remuneration and Benefits:**

Your gross salary will be AUD [Annual Salary] per annum, payable in accordance with the Company's usual payroll practices. You may be eligible for benefits and bonuses as set out in the Company's policies. All remuneration is subject to applicable taxes and withholdings.

## **4. Hours of Work:**

Your ordinary hours of work will be [Number] hours per week, typically from [Start Time] to [End Time], Monday to Friday. You may be required to work reasonable additional hours as necessary to fulfill your duties.

## **5. Leave Entitlements:**

You are entitled to leave in accordance with the National Employment Standards and the Company's policies, including annual leave, personal/carer's leave, and public holidays.

## **6. Confidentiality and IP:**

You agree to maintain the confidentiality of all Company information and not disclose it without prior written consent. Any intellectual property created during your employment is the exclusive property of the Company.

## **7. Termination:**

Either party may terminate this employment by providing the notice required under applicable Australian employment law. The Company may terminate your employment immediately for serious misconduct without notice.

**8. Governing Law:**

This agreement is governed by and shall be construed in accordance with the laws of the Commonwealth of Australia and applicable state or territory laws.

**9. Acceptance:**

To accept this offer, please sign and date a copy of this letter and return it to the Company. We look forward to welcoming you to [Company Name].

**EMPLOYER SIGNATURE**

**EMPLOYEE SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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