

LETTER OF EMPLOYMENT

Employer:

Employee:

1. Position

The Employer hereby employs the Employee, and the Employee agrees to serve, in the position agreed by both parties. The Employee shall diligently perform all duties customarily associated with this position and such other duties as may be assigned by the Employer from time to time.

2. Commencement

Employment will commence on a date mutually agreed upon by the Employer and the Employee. This Agreement does not imply any fixed term of employment unless otherwise stated in writing.

3. Duties and Responsibilities

The Employee shall perform the duties and responsibilities as outlined in the job description provided by the Employer, and as may be reasonably required by the Employer consistent with the Employee's position.

4. Place of Work

The Employee's primary place of work shall be the location designated by the Employer. The Employer may require the Employee to work at other locations, provided reasonable notice is given.

5. Hours of Work

The Employee's normal hours of work shall be as agreed between the parties, consistent with applicable Australian employment laws. Overtime may be required and compensated in accordance with such laws and Employer policies.

6. Remuneration

The Employer shall pay the Employee a salary or wage agreed upon by the parties, payable in accordance with the Employer's usual payroll practices and in compliance with Australian law. Superannuation contributions will be made as required by law.

7. Leave Entitlements

The Employee shall be entitled to leave entitlements including annual leave, personal/carer's leave, parental leave, and other leave as prescribed by the National Employment Standards and applicable industrial instruments.

8. Confidentiality

The Employee agrees to keep confidential and not disclose any confidential or proprietary information obtained during the course of employment, both during and after termination of employment, except as required by law or with prior

written consent of the Employer.

9. Termination

Either party may terminate this Agreement by providing the other party with the appropriate notice period as prescribed by applicable Australian law or the terms of any relevant industrial instrument. The Employer may terminate employment without notice for serious misconduct.

10. Workplace Policies

The Employee agrees to comply with all lawful workplace policies, procedures, and codes of conduct adopted by the Employer, including those related to health and safety, discrimination, and harassment.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties relating to the Employee's employment and supersedes all prior agreements, understandings, and negotiations, whether written or oral.

12. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Australia and the State or Territory in which the employment is principally carried out.

EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

Signature: _____

Signature: _____

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