[LETTER OFFERING EMPLOYMENT – individual agreement]

[company letterhead]

date

Dear

# OFFER OF EMPLOYMENT

I am pleased offer you employment as a [insert job title] on the terms and conditions set out in the attached employment agreement. Also enclosed are your job description and our House Rules.

Please take time to read these documents carefully, as they will form the basis of our employment relationship. You will notice that the agreement contains a 90 day trial provision. You might want to discuss the matter with an advisor or friend. Do not hesitate to contact me if you have any questions.

If you agree with the terms set out in the documents, please see me so that both of us can sign the agreement together, where after I will give you a photocopy for your records.

This offer expires 4 days from today.

I look forward to welcoming you into [insert business/organisation name].

Yours sincerely