



Sample Letter of Employment Offer (with Trial Period)

[Date]

[name of successful applicant]

[address]

Dear [name]

Offer of Employment

I am pleased to offer you the position of [title] at [location] starting on [date to be inserted]. The suggested terms & conditions of employment are those in the attached proposed individual employment agreement, which includes a 90 Day Trial Period and has a suggested start date of ___/___/___ (*insert date*).

Enclosed also is an acknowledgment of receipt of this letter of offer and it is very important that you sign and return this acknowledgment to me immediately please.

Please keep the proposed agreement for at least three working days to obtain advice or to negotiate any terms you would like to address. Please contact me if there are any points you wish to make. I am happy to offer information and I will respond to any issue you wish to negotiate, but I cannot offer you advice.

Please note that you are entitled to discuss this offer and to seek advice on the attached proposed agreement with your family, a union, a lawyer, or someone else you trust. If you want some information on your employment rights, you can also contact the Ministry of Business, Innovation and Employment on 0800 20 90 20 or <https://www.employment.govt.nz/>.

Also, if you disagree with, or do not understand or wish to clarify anything in this offer, please ring me to discuss any issue you wish to raise.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and return it to me by [date to be inserted – but make sure this is prior to the commencement date inserted above]. In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date.

Please note that if you amend the proposed employment agreement, even if you have also signed it, we will consider those amendments as points for negotiation and not acceptance of our offer. Our offer is conditional on you taking at least three working days from receipt before signing the agreement.

I look forward to working with you.



Yours sincerely

[Name of Employer]

[Address of Employer]

I, [name of successful applicant], confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

.....

[name of successful applicant]

Date:

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