**Offer of employment letter template.**

[PLEASE NOTE. Restaurant Association members are strongly advised to seek guidance from the employment team on 0800 737 827 if you have any employment questions.]

**After undertaking a recruitment process and selecting the chosen candidate an employer should make a formal offer, set out in writing, advising the conditions of the offer of employment.**

Once you've made a decision, contact the successful candidate as soon as possible as delays may give the successful applicant more time to consider alternative offers. While the initial job offer is usually verbal, it should be formally made by a written letter of offer. Provide the letter offering employment along with an employment agreement and job description so that the employee can review the full terms and conditions of employment being proposed before accepting any offer. This can be sent via email or traditional mail.

The offer letter should outline basic elements of the offer of employment, including:

• the position,

• that there will be an initial 90 day trial period,

• that the employee has the opportunity to seek independent advice about the terms and conditions outlined before accepting the offer,

• that the offer is considered accepted only upon agreement of the terms and conditions outlined in the attached documents (the employment agreement and job description), and

• a deadline by which the acceptance of the offer must be made and how long the offer will remain open for.

The employer must require the employee to sign the agreement or acknowledge acceptance of the terms and conditions before the employment begins. Note that if the employer’s offer requests that acceptance needs to be in writing, then it needs to be in writing for acceptance to be effective.

Don’t forget that once the applicant has accepted the position, it is important to notify all of the unsuccessful applicants and offer feedback if it is requested. Not only is this a basic courtesy, it often leaves applicants with a positive view of your company for the future.

The letter template on the following page is intended as a simple offer of employment letter to provide to a successful candidate to formally offer them employment with your team.

*Please note that the following letter template requires you to the complete details that pertain to your particular situation. In particular some of the text is in [brackets like this]; you will need to complete these fields.*

[Company name]

[Company address]

[Date]

[Employee’s full name]

[Employee’s address]

*By email: [employee’s email address]*

Dear [employee’s first name]

**Offer of employment as [job title as shown on job description]**

1. Following your interview on [date] I am pleased to offer you employment as[job title as shown on job description] at [insert company name].
2. This offer is subject to your written acceptance of the terms and conditions of employment, which are set out in the **attached** employment agreement.
3. Please be aware that **the terms and conditions of this employment agreement include a 90 day trial period**, as per sections 67A and 67B of the Employment Relations Act 2000. During this period your employment will be subject to termination under the terms of the trial period clause of your employment agreement.
4. I hope that you will accept this offer of employment. To do so, please return the signed agreement by [date – this should be about 7 working days after the offer is made. If you are working with a tight timeframe, please contact us].
5. Our offer will remain open for [7 working days] from the date of this letter. If this is not convenient, please let us know before the expiry date. If we have not heard from you by [date], this offer of employment will be withdrawn.
6. You are entitled to a reasonable opportunity to seek independent advice about the terms of your employment and we encourage you to do so.
7. If you have any queries, or if there are any issues that you wish to raise, please do not hesitate to contact me.

Yours sincerely

[Name]

[Position]

[Company name]