

Insert Company  
Logo

<Date>

<First Name> <Last Name>

<Address>

<Address1>

Dear <First Name>

We are delighted to confirm our offer of employment as <Position> with <Company Name>, located at <location>. Your employment is anticipated to commence on <start date>.

Please find enclosed:

- An Individual Employment Agreement. This describes general employment conditions and benefits that will form part of your individual terms and conditions with <Company Name>
- A Position Description
- Employee Details Form
- IRD Tax Form
- Kiwisaver information and forms
- Company policies

This offer will remain open for a period of five business days and requires your signed acceptance by <today's date + 5 working days>. This offer is conditional upon the completion and ratification of satisfactory pre-employment checks.

Please sign the enclosed Employment Agreement acknowledging receipt and acceptance of our offer and return your signed agreement along with the enclosed completed forms.

If you have any questions relative to this correspondence, please feel free to contact me on <insert contact details>.

We look forward to having you on board.

Yours sincerely,

Manager

Manager Title

Company

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.