

[Insert Date]

Name of employee  
Physical Address or email address  
Address

Dear Employee Name

**Re: Offer of Employment**

Congratulations, further to our conversation on <date>, I am pleased to confirm our offer of permanent employment as <Insert Position> within the <insert department>, effective <insert effective 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 <insert company name>.

Please sign the enclosed Employment Agreement acknowledging receipt and acceptance of our offer and return your signed agreement to <insert person or department name> within <insert time frame>. Please retain the other copy of your Employment Agreement for your records and information.

<Employee Name>, once again congratulations and please feel free to contact me if you have any questions in relation to this offer.

Yours sincerely,

Manager  
Manager Title  
Company

cc: anyone from the organisation that you are sending this letter to