

Sample Employment Letters

SAMPLE 1 – OFFER OF EMPLOYMENT LETTER

[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]**. I propose that the terms of employment will be those in the attached draft individual employment agreement.

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 Department of Labour on **0800 20 90 20** or **www.dol.govt.nz/er**.

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 In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. 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:

(taken from Department of Labour website – www.dol.govt.nz)

SAMPLE 2 – LETTER TO UNSUCCESSFUL INTERVIEWED CANDIDATE

[name]

[address]

[city]

[date]

Dear [name]

Re: Application for position of [job title]

Thank you for attending an interview for the above position. I/we enjoyed meeting with you.

As discussed, unfortunately we are unable to offer you the position on this occasion. We would, however, like to retain your CV in the event a position becomes available in future. Please advise if you would prefer us to return it to you.

I wish you all the best for the future and thanks again for your interest in [organisation's name].

Yours faithfully

Chairperson (or appropriate title)

SAMPLE 3 – LETTER TO CANDIDATE NOT SHORT-LISTED

[name]

[address]

[city]

[date]

Dear [name]

Re: Application for position of [job title]

Thank you for your application for the above position. Due to the high calibre of candidates who applied for this role, I regret to advise you have been unsuccessful on this occasion. I wish you all the best for the future and thanks again for your interest in [organisation's name].

Yours faithfully

Chairperson (or appropriate title)

(taken from People Management, SPARC)