

LETTER OF APPOINTMENT.

An employer has an obligation to make certain terms and conditions of employment clear to employees. A good time to do this is in a letter confirming the **Offer of Employment**.

The letter should cover the following:

- Starting date, time and place (the date is important, particularly in regard to the period of probation that impacts on the period of notice of termination that the person must be given);
- Name of the industrial instrument (Modern Award or EBA) under which the person will be employed (or alternatively, a simple confirmation that a separate employment contract will be drawn up and issued in due course).
- The employee's job classification and employment status (part-time, casual etc);
- The duration of *probationary employment* and the period of notice that will apply in relation to termination during that period, by either side.
- Leave arrangements, personal/carers, annual and any other paid or unpaid leave agreed by the parties;
- Pay details including pay day and method and regularity of payment
- Need to provide special equipment (if necessary);
- Offer subject to a satisfactory Police check, and presentation of 'Working with Children' credentials (if applicable);
- A brief description of the main duties involved.

It is strongly recommended that accompanying the Letter of Employment, should be a copy of the **National Employment Standard relating to 'Employee Information'**.