# Casual Conversion Letter of Offer

This template serves as a general cover letter of casual conversion to permanent part-time or full-time employment.

It is drafted on the basis that other contractual employment conditions have been provided in conjunction with this letter, for example, an employment agreement, applicable award or collective agreement.

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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**[INSERT DATE]**

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear **[INSERT EMPLOYEE’S NAME]**

**Re: Offer of permanent [PART-TIME/FULL-TIME] position of** **[INSERT POSITION TITLE]**

I confirm **[INSERT COMPANY NAME]**’s offer to convert your employment from the casual position of **[INSERT POSITION TITLE]** to the **[PART-TIME/FULL-TIME]** position of **[INSERT POSITION TITLE],** on the basis of the enclosed **Employment Agreement (or insert name of industrial instrument).**

Details of the offer are set out below:

1. Your effective conversion date from casual to permanent **[PART-TIME/FULL-TIME]** is **[INSERT START DATE].**
2. Your previous casual hourly rate of **$[INSERT CASUAL HOURLY RATE]** will change to **$[INSERT PERMANENT RATE].** As a permanent employee, you will no longer be entitled to a casual loading, instead will be entitled to the benefits associated with permanent employment. These benefits will be stipulated in your employment contract and relevant industrial instrument.
3. Your total remuneration package will be **$[INSERT TOTAL PACKAGE]** per annum (which is the pro-rata equivalent of **$[INSERT FULL TIME EQUIVALENT PACKAGE]** per annum). This package is inclusive of the employer-provided superannuation.
4. As a permanent **[PART-TIME/FULL-TIME]** employee, your total ordinary weekly hours will be **[INSERT ORDINARY WEEKLY HOURS]** and your agreed hours of work will be:

|  |  |
| --- | --- |
| Monday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Tuesday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Wednesday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Thursday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Friday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Saturday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |
| Sunday: | From **[INSERT START TIME] to [INSERT FINISH TIME].** |

1. A position description with relevant Key Result Areas upon which you will be assessed is attached.

If you accept the terms and conditions of this offer of employment, please sign and return one copy of this letter **as well as the enclosed** **[EMPLOYMENT AGREEMENT/NAME OF INDUSTRIAL INSTRUMENT IF APPLICABLE] and** position description within the next seven (7) days.

Yours sincerely,

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

I, **[INSERT EMPLOYEE’S NAME],** hereby acknowledge and accept the offer of employment on the terms and conditions as detailed herein for the **[PART-TIME/FULL-TIME]** position of **[INSERT POSITION TITLE]** at **[INSERT COMPANY NAME].**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_