# Offer of Part-Time Position

The following letter template 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 **[NAME]**

**Re: Offer of employment in the part-time position of** **[INSERT POSITION TITLE]**

I confirm the **[INSERT COMPANY NAME]’S** offer to you of employment in the part-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 commencement date is **[INSERT START DATE].**
2. 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.
3. The first six months of your appointment will be a probationary period.
4. This is a part-time position (**[INSERT NUMBER]** days per week **or [INSERT NUMBER]** of hours per week **– whichever is most relevant**) and your days of work will be each **[INSERT ACTUAL DAYS OF WORK, I.E. MONDAY AND THURSDAY]**.
5. **The position has been designated as requiring a ‘job facility’ vehicle to perform the inherent requirements of the role. Accordingly, you will need to hold and maintain a current Driver Licence for the period of your employment with [INSERT COMPANY NAME].** Insert only if they have a job facility vehicle, otherwise delete.
6. A position description with relevant Key Result Areas upon which you will be assessed is attached.
7. Your location of employment is the **[INSERT COMPANY NAME AND LOCATION]** office at **[ADDRESS]**, as well as such other places as may be required by **[INSERT COMPANY NAME]** from time to time.

I also attach a copy of the Fair Work Information Statement for Employees which I am required to provide to you.

If you accept the terms and conditions of this offer of employment, please sign and return to me 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.

We look forward to your commencement.

Yours sincerely

**[MANAGERS NAME]**

**[MANAGERS TITLE]**

I, **[INSERT NEW EMPLOYEE NAME],** hereby acknowledge and accept the offer of employment on the terms and conditions as detailed herein for the part-time position of **[INSERT POSITION TITLE]** at **[INSERT COMPANY NAME].**

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

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