# Offer of Casual 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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# Offer of Casual Position

**[INSERT DATE]**

**PRIVATE AND CONFIDENTIAL**

**[NAME]**

**[STREET ADDRESS]**

**[SUBURB] [STATE] [POSTCODE]**

Dear **[NAME]**

**Re: Offer of employment in the casual position of** **[INSERT POSITION TITLE]**

I confirm the **[INSERT COMPANY NAME]**’s offer to you of employment in the casual position of **[INSERT POSITION TITLE]**, on the basis of the enclosed **Employment Agreement (or insert name of industrial instrument and classification of employee).**

Details of the offer are set out below:

1. Your commencement date is **[INSERT START DATE]**.
2. Position

Your employment will be on a casual basis, as required by the business. As a casual employee, each engagement you are required to work will be considered a separate contract of employment which ceases at the end of that engagement. With the nature of casual employment there is no guarantee of ongoing employment or a regular pattern of work.

1. A position description with relevant Key Result Areas is attached. On each engagement that you work you will be required to perform these duties, as well as any others we may assign to you; with consideration to your skills, training and experience.
2. 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.
3. Remuneration

Your hourly rate will be $ **[INSERT TOTAL PACKAGE]** inclusive of a **[APPLICABLE CASUAL PERCENTAGE]** per cent loading. The casual loading of **[APPLICABLE CASUAL PERCENTAGE]** per cent is paid as compensation for annual leave, personal/carer’s leave, community service leave, notice of termination and redundancy benefits, as well as public holidays not worked. For all other entitlements please refer to your Employment Agreement **(or insert name of industrial instrument).**

1. Your obligations to the employer will require you to:
2. perform all duties to the best of your ability at all times;
3. endeavour to promote and protect the interests of the employer; and
4. follow all reasonable and lawful instructions given to you by the employer. You are also required to comply with the company policies and procedures which may be amended from time to time.
5. I also attach a copy of the Fair Work Information Statement for Employees which I am required to provide to you.
6. If you accept the terms and conditions of this offer of employment, please sign and return a 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 casual position of **[INSERT POSITION TITLE]** at **[INSERT COMPANY NAME]**.

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

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