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MS-BID Manager: Sample Letter of Appointment

Date

Name of Successful Applicant
Their Address

Dear _____ :

Offer of Employment

I am pleased to offer you the position of _____ at _____ starting on _____. I propose that the terms of employment will be those in the attached draft individual employment agreement.

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 In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date.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

Your Name
Your Address