*Place on Company Letterhead*

<Date>

Private and confidential

<Insert candidate’s full name>  
<Insert candidate’s residential address>

**Offer of Employment**

Dear <insert first name>

We are pleased to offer you employment in the position of <insert position title> on a <full-time/part-time/casual> basis, with an intended commencement date of <insert commencement date>.

This offer is contingent upon satisfaction of the following requirements:

* Provision of satisfactory evidence of your legal right to work in Australia;
* Provision of satisfactory evidence of COVID-19 vaccination; and
* Provision of a National Police Clearance; and [remove if not required]
* Signed acceptance of the terms and conditions outlined in the attached Contract of Employment.

Please confirm your acceptance of this conditional offer of employment by returning the signed Contract of Employment and providing evidence of the afore-mentioned requirements by <insert date>. [this date must be before the intended employment commencement date to ensure the candidate has satisfied the conditional requirements outlined above]

We look forward to welcoming you to the team.

Yours sincerely

<your name>

<your title>