# Confirmation of Employment – Correspondence Template

<insert date>

<insert employee details>

**Private and confidential**

Dear <insert employee details>

Congratulations on your appointment to the <full-time, part-time, casual or fixed-term> position of <insert position name>.

Your employment terms and conditions are as follows:

Award: <insert award details if applicable>

Position: <insert position name>

Classification: <insert award classification if applicable>

Hours of Work: <insert hours of work>

Annual Salary / Hourly Rate: <insert annual salary of hourly rate>

On receipt of a completed timesheet, your wage will be paid directly into your nominated bank account each fortnight to be available on a Wednesday.

Annual Leave: 4 weeks per annum.

Leave Loading: 17.5% of annual leave entitlement.

Reimbursements: The Club will reimburse you for pre-approved expenses properly incurred in the performance of your employment. Reimbursement will be subject to you providing receipts or other evidence of payment and of the purpose of each expense.

Superannuation: Paid into your nominated superannuation fund at 9.5% on a <monthly or quarterly> basis.

Commencement: <insert date>.

Location: You will be required to perform your employment duties <insert club details>.

Review: Performance and remuneration reviews are held in June each year, and any adjustments effective from the first pay period in July.

Probation: A probation period will apply for the first ?? months of your employment. During this time we will assess your progress and performance in the position. At the ?? month review, an ongoing permanent role will be discussed. During the probation period, you or the Club may end your employment by providing notice in accordance with the Award.

Other workplace entitlements are outlined in <insert applicable award> and the federal National Employment Standards (NES). The NES sets out 10 minimum workplace entitlements which apply to all employees from 1 January 2010.

In addition, you are required to ensure that any information about club operations, staff, contractors, members and all financial information is kept confidential by you during and after your employment, unless you have been provided with written permission to reveal this information.

Please find enclosed the additional information for your action:

1. Copy of this correspondence for your signature and return.

2. A copy of the Club’s HR Manual. Please review and return the completed Employee Declaration.

3. 2 copies of the <insert position name> Position Description – 1 copy to be kept by you and the other copy signed and returned.

4. Tax File Number declaration to be completed and returned.

5. The ‘Choice of Superannuation Fund Standard Choice Form’ which allows you to nominate which fund you would like the Club to contribute payments in accordance with the Superannuation Guarantee Levy. Please complete and return.

  The <insert name of the club’s superannuation fund> is the Club’s default superannuation fund and further information on the fund is available from <insert web address of the club’s superannuation fund>. If you are a member of a different superannuation fund, then the Club will contribute to that fund.

6. Employee and bank details form, for payroll purposes, to be completed and returned.

7. An introduction to the federal National Employment Standards (NES). The NES sets out 10 minimum workplace entitlements which apply to all employees from 1 January 2010.

On behalf of the <insert club> Employment Team we look forward to working with you.

Yours sincerely

<insert club contact details>

### Acceptance

I have read and understood this letter and accept the offer of employment from <insert club name> on the terms and conditions set out in this correspondence.

Signed:

Dated: