TEMPLATE LETTER: Casual Conversion - Offer of Permanent Employment

[insert employee name]  
[insert employee address]  
  
**By email: [insert employee email address]**

[**insert date**]

Dear [insert employee name],

**Offer of Permanent Employment**

On behalf of [insert Company name], ABN: [insert ABN] (**Company**), we offer you [full-time/part-time] employment in accordance with section 66B [following an employer offer after 12 months or employee request pre-RA DATE] [OR – *delete one*] 66AAB [if following notification from employee] of the *Fair Work Act 2009* (Cth) (**FW Act**).

As a [full-time/part-time] employee you would be required to work the following days and hours on an ongoing basis:

* [insert days and times eg. Monday 8.30am to 5.00pm]
* [insert days and times eg. Wednesday 8.30am to 5.00pm]

Your rate of pay would be [insert hourly or weekly rate of pay].

You would also be entitled to paid leave such as annual leave and personal/carer’s leave in accordance with the FW Act*.*

Your position and duties, as set out in your contract of employment dated [insert date], will not change.

Please confirm your acceptance of the offer of [full-time/part-time] employment in writing by **[insert date 21 days after the date of this letter**]. The date of change, being when your [full-time/part-time] employment would commence, if this offer is accepted, is **[insert date 21 days after the date of this letter or a short time later if appropriate/agreed].**

If we do not receive a response to this request by [**insert date 21 days after the date of this lette**r], it will be deemed by your conduct that you have not accepted the offer and you will remain employed as a casual employee.

Please contact [insert name of contact] on [insert telephone number] if you wish to discuss or have any questions.

Yours sincerely,

[insert name]

[insert position]