**TEMPLATE ONE: Casual Conversion - Offer of Permanent Employment (to be given to an eligible casual employee within 21 days after the first 12-months of 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 of the *Fair Work Act 2009* (Cth) (**FW Act**).

As a [full-time/part-time] employee you would work the following days and hours:

* [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 date [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**].

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 declined the offer.

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]