**TEMPLATE FOUR – Casual Conversion – responding to employee requests for casual conversion (REQUEST GRANTED) - (to be given to a casual employee within 21 days after the receipt of a request for casual conversion)**

NOTE: Prior to accepting the request an employer must discuss the following with the employee:

* whether the employee will be full-time or part-time
* hours of work
* the commencement date of the 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 accept your request to convert to permanent employment and offer you [full-time/part-time] employment in accordance with section 66J of the *Fair Work Act 2009* (Cth) (**FW Act**).

Your [full-time/part-time] employment will commence on [insert date – must be the first full pay period after the date of this letter].  
  
As a [full-time/part-time] employee you will 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 will be [insert hourly or weekly rate of pay].

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

Yours sincerely

[insert name]  
 [insert position]