TEMPLATE LETTER:

CASUAL CONVERSION – **Acceptance** of notification to convert to full-time or   
part-time employment

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[insert employee name]   
[insert employee address]

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

[**insert date**]

Dear [insert employee name],

**RE: Your request for conversion – Acceptance of permanent employment**

We refer to your written notification dated [insert date] where you gave notice that you wished to convert to [full-time/part-time] employment.

Following our consideration and discussions with you regarding your notification, we are pleased to confirm that on behalf of [insert company name] (**Company**), we offer you [full-time/part-time] employment.

As discussed, on [insert date], as a [full-time/part-time] employee you will be required to work the following days and hours on an ongoing basis:

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

Your conversion from casual employment to [full-time/part-time] will take effect on [insert date]. [*GUIDANCE NOTE: Delete later - this should be either the first day of the employee’s next full pay period or a different date agreed to between you and your employee].*

Please be advised that your [full-time/part-time] rate of pay will be [insert hourly or weekly rate of pay].

Becoming a permanent employee means that you will be entitled to paid leave such as annual leave and personal/carer’s leave in accordance with the *Fair Work Act 2009.*

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]