

# Template - Letter of offer

(Company letterhead or address)

(Applicant's name)

(Street address)

(Suburb, State, Postcode)

(Date)

Dear (Applicant's name)

We are very pleased to offer you the position of (Job title).

We have attached the terms and conditions of this offer. Please read this information and sign, and return the copy. You are encouraged to keep a copy for your records.

If you have any questions, please don't hesitate to call me. We look forward to having you join our team.

Yours sincerely

(Name of business representative)

(Title)

For more information on this topic, refer to **Chapter 2. Attract, Recruit and Select** of *Your Workforce – a guide for Northern Territory Employers*.