Sample appointment letters

Example letters for offering employment to the person selected for a job.

In most situations when an employer is ready to offer a person a job, they will do this by giving them a letter offering employment, with an employment agreement attached to the letter.

Adapt our sample letters of offer to suit the needs of your business and employees. There are four sample letters of offer of employment. Each deals with a different circumstance:

- **letter 1 [DOCX 20KB]** is for offering employment where there is no relevant collective agreement in place
- **letter 2 [DOCX 21KB]** is for offering employment where there is a relevant collective agreement, and the person is a member of a union that is a party to that collective agreement
- **letter 3 [DOCX 22KB]** is for offering employment where there is a relevant collective agreement, the person is not a member of a union that is a party to that agreement and the individual employment agreement will be based on the collective employment agreement
- **letter 4 [DOCX 15KB]** is for offering employment where there is a relevant collective agreement, the person is not a member of a union that is a party to that agreement and the individual employment agreement is not based on the collective employment agreement.

You can use our [employment agreement builder](https://eab.business.govt.nz/employmentagreementbuilder/startscreen/) to draft an individual employment agreement that suits the needs of your business and employees.

**Tools and Resources**

[http://employment.govt.nz/tools-and-resources/]

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