

Casual: Letter of Offer + Contract of Employment

Strictly Private and Confidential

24 May 2024

Candidate Name

Address

Dear [Candidate's Name],

We are pleased to confirm an offer of casual employment with **Company Pty Ltd** ('The Company') in an unspecified role based in our [insert location] office.

You will be engaged as a [insert position title] on a casual basis and your current casual rate of pay will be **\$00.00**. You will also be paid superannuation at the current statutory rate of **11.5%**. The enclosed Employment Agreement ('Agreement') sets out the terms and conditions that will apply to your employment if you accept this offer. We ask that you read the Agreement carefully to ensure you understand the conditions of your engagement.

If you wish to accept this offer, please return a signed copy of the Employment Agreement by [dd/mm/yy]. Subject to your acceptance, your expected commencement date will be: [insert start date].

Please note that your employment will be subject to the following conditions:

1. Licensing with [Racing Regulatory Body eg. Racing NSW, Racing Victoria];
2. Completion of a Medical Questionnaire and Medical Examination (if required); and
3. The satisfactory completion of a criminal history check.

We recommend that you retain a copy of the signed Agreement and any related documents for your personal records. A fully executed copy of the Agreement will be returned to you for your reference after signing.

We are excited about the possibility of you joining our team and contributing to the continued success of **Company Pty Ltd**. If you have any questions, please feel free to reach out to us.

We look forward to welcoming you to the **Company Pty Ltd** team.

Yours sincerely,

[Your Name]

[Your Position]

Company Pty Ltd