Formal Job Offer

# Business name Manager’s name Business address

**Candidate’s name Candidate’s address**

# Date

Dear Candidate’s Name,

Welcome to our farm. I’m happy you accepted the job last week when we talked on the phone.

This letter reiterates the verbal employment offer for the position of \**Assistant Manager* on our \**1,000 cow Dunsandel farm.*

As discussed, the \**annual salary/hourly rate* will be $*insert rate.* The three-bedroom house you toured will be provided for you and your immediate family’s accommodation for $XXX rent/fortnight. In addition, you will be entitled to *half a beast and reasonable household milk requirements during the season.*

Time off will be every Sunday/Monday, you will be allowed four weeks of annual leave each year, and up to ten days’ sick leave.

These terms and conditions are restated in the attached employment agreement. Please take time to read this agreement and take advice on its content. Please return signed agreement by \**insert date*. If you have any questions don’t hesitate to get in contact.

Your start date as discussed will be \**insert date.* Your first 30 days include a structured orientation programme focusing on the management processes in place here and performance standards expected. An interim performance review will be conducted at 90 days, and a more formal review at 6 months.

On your first day of work, please bring with you your bank account details and your IRD number.

We are looking forward to having you on the staff here and believe you will be a great addition to the team.

Welcome to the team!

Kind regards,

*\*Insert name,*

*\*Insert contact details*

*Employer/Manager signature*

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