

PeopleSmart Example

Formal job offer

Farm / Company name
Manager's name
Farm / Company address

Candidate's name
Candidate's address

Date

Dear Candidate's Name,

I'm pleased you accepted the job last week when we talked on the phone. This letter confirms the verbal employment offer for the position of Assistant Manager on our 1,000 cow Dunsandel farm.

As discussed, the annual salary will be \$XX,000 (*or list hourly wage*). The three bedroom house you looked through will be provided for you and your immediate family's accommodation. In addition, you will be entitled to one cattle beast and reasonable household milk requirements during the season. Time off will be three weekend days per fortnight and you will be allowed four weeks of annual leave each year, and up to five days' special 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. We would appreciate a signed copy of the agreement returned within one week of you receiving it.

Your start date as discussed will be May 15, 2013. Your first 90 days include a structured orientation programme focusing on understanding our key policies and procedures and the performance and behaviour standards expected, ie the way we do things on this farm. As the 90 days progresses you will be completing more tasks independently. 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 a deposit slip for your bank account 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 our farm!

Kind regards,

Employer/Manager signature