

[Date]

[Name]

[Address1]

[Address2]

[Suburb/Town] [State] [Postcode]

Dear [First Name],

OFFER OF EMPLOYMENT WITH [EMPLOYER NAME]

Congratulations and welcome to our team!

You have been offered employment on the following conditions:

1. You are to be employed under the Property Management Award Queensland – State;
2. Your Award classification will be [Property Manager/ Property Management Trainee/ Rental Assistant/ Senior Property Manager], and you will be engaged on a [full-time/part-time/casual] basis;
3. A Probationary period of [????? months] [will/will not] apply;
4. [Your weekly wage is \$?????;]
5. Your normal working hours are [?????], and you will take [XXXXday and YYYYday] off as consecutive days off each fortnight;
6. If you work overtime you will [be granted time off in lieu within 28 days of when the overtime was worked] [be entitled to be paid at overtime rates, as prescribed by the Award];
7. You [are/are not] required to use your own motor vehicle in the course of your employment [and you will receive an allowance of ????? for the use of that vehicle];
8. You [are/are not] required to use your own mobile telephone in the course of your employment [and you will receive an allowance of ????? for the use of that mobile telephone];
9. You [are/are not] required to be on standby or be available to be called out after hours [and you will receive an allowance of ????? if you are required to be on standby or available to be called out];
10. [Your entitlement to commission is as discussed, and is outlined in the attached Employment Agreement.]

Commencement of employment will be conditional upon you:

1. Signing and returning the (attached) Schedule 1 to the Award, together with the (attached) Employment Agreement [, Position Description, Policies and Procedures Manual and Minimum Performance Levels];
2. Signing and returning the (attached) Taxation Declaration;
3. Obtaining from the Office of Fair Trading the appropriate [Certificate of Registration/Real Estate Agent's Licence];
4. [Providing details about your nominated Superannuation Fund;]
5. [Demonstrating that you have a current Driver's Licence;]
6. [Demonstrating that your motor vehicle is insured for the purpose for which it will be used.]

Your Employment Agreement and the Schedule 1 will be forwarded to the QPIR for Registration in accordance with the Award and, in accordance with the Award, we will deduct your share (\$66.00) of the agreement registration fee (\$132.00) from your remuneration.

Once you have:

1. Attended to the above matters[; and
2. Registration of your Employment Agreement has been notified to us by QPIR], you will be issued with [a key to the office] [and a pin number for the security system].

The person to whom you will report and be directly responsible is [the Principal/the Administrator/the Manager/Property Manager/Senior Property Manager] whose name is [Name]. I trust that you enjoy working with our organisation.

Yours faithfully,

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[NAME]
[Position]