Example 2: Sample letter offering employment where there is a relevant collective agreement and the successful applicant is a member of a union that is a party to that collective agreement

**[insert date]**

**[insert name of successful applicant]**
[insert address]

Dear [insert name]

**Offer of Employment**

I am pleased to offer you employment in the position of **[insert title of position and name of business]** at **[insert location]** starting on **[insert date]**.

The work you will do is covered by an existing collective employment agreement between **[insert business name]** and **[insert union name]**. A copy of that collective agreement is attached.

I understand that you are a member of this union. If you accept this offer of employment, you will be bound by the collective agreement. You can discuss this offer and the collective employment agreement with your union before you accept this offer.

If there is anything in this offer of employment that you are unclear about, disagree with, don’t understand and want to discuss, please contact me.

**Acceptance of employment offer**

If you wish to accept this offer of employment, please sign a copy of this letter and return it to me by [5pm] on [**insert date that gives the person a reasonable chance to get advice]**. If I do not receive a signed copy of this letter by [5pm] on that date, this offer will be automatically withdrawn and you will not be able to accept it.

Welcome to our team, I look forward to working with you.

Yours sincerely,

**[insert employer's name, title]**
[and contact details]

I, **[insert name of successful applicant]**, have read and had a chance to get advice about the terms and conditions of employment set out in this letter and in the attached collective employment agreement. I fully understand and accept this offer and agree to be bound by the terms and conditions of the collective employment agreement.

**Signed by:.................................................................. Date:....................**