



Job Offer Letter

Date: _____

Employee Name: _____

Position Applied: _____

Dear [Name],

We are pleased to offer you the position of **[Position Title]** at Universal Athlete Centre (UAC) located at **[Club Name / Address]**.

This position will report to **[Manager/Franchise Owner Name]** and will commence on **[Start Date]**.

Employment Details

- Employment Type: [Full-Time / Part-Time / Casual]
- Pay Rate: [Hourly / Salary Amount]
- Pay Schedule: [Fortnightly / Monthly] via Xero Payroll
- Probation Period: 3 months (reviewed at 30, 60, and 90 days)
- Work Hours: [Insert hours or roster expectations]
- Location: [Insert club address]

Conditions of Employment

1. You agree to abide by UAC policies, procedures, and Code of Conduct.
2. You must maintain valid First Aid and CPR certifications.
3. You are required to wear UAC uniform and uphold presentation standards.
4. All proprietary UAC systems and information remain confidential property of the company.
5. Employment is subject to maintaining a current Working With Children Check (WWCC).

Acceptance

Please sign and return a copy of this letter by [Date] to confirm your acceptance.

Employee Signature: _____

Date: _____

Manager / Franchise Owner Signature: _____

Date: _____