Private and confidential

{$PT2\_Contact\_FN} {$PT2\_Contact\_LN}

{$PT2\_Address1}

{$PT2\_Address2}  
{$PT2\_Address\_City}, {$PT2\_Address\_State}, {$PT2\_Address\_PCode}

{$REF\_City} {$REF\_State}

{$\_date|date\_format:"d F Y"}

Dear {$PT2\_Contact\_FN},

Letter of engagement

I am pleased to offer you casual employment with us at **{$USR\_Name}** (**we**, **us** or **our**) on the terms and conditions set out in this letter.

1. Position

Your employment will be on a casual basis, as required. As a casual employee, there is no guarantee of ongoing or regular work. Each occasion that you work will be a separate contract of employment which will cease at the end of that engagement.

The Position Description attached to or accompanying this letter sets out your **Duties**. On each occasion that you work you will be required to perform these Duties and any others that we may assign to you, having regard to your skills, training and experience. You will be required to perform the Duties at the **Location** identified in the Position Description. We may require you to work from other locations from time to time as is reasonably necessary, so long as it does not cause you unreasonable hardship.

1. Terms and conditions of employment

Unless more generous provisions are provided in this letter or in the attached Position Description, the terms and conditions of your employment will be those set out in the applicable legislation. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009.

Your employment may be terminated at any time by providing you with notice, to apply at the end of your current engagement. Upon termination or such earlier time requested by us, you are required to return all company property provided to or obtained by you in the course of your employment. You acknowledge and agree that we may offset, to the extent allowed by the law, any remuneration or payment to you, against all monies owing to us by you including but not limited to compensation for unreturned property belonging to us and overpayment of wages.

1. Remuneration

You will be paid at the **Pay** **Rate** specified in the Position Description into a bank account nominated by you fortnightly in arrears. We will make superannuation payments on your behalf in accordance with the Superannuation Guarantee (Administration) Act 1992. Your remuneration will be subject to periodic review and may be increased at our discretion.

1. Your obligations

You will be required to perform all the Duties to the best of your ability at all times and use your best endeavours to promote and protect our interests. You shall follow all reasonable and lawful directions given to you by us, including complying with any policies and procedures implemented or amended from time to time. These policies and procedures are not incorporated into your contract of employment.

1. Confidentiality

By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with our consent, as required by law or in the performance of your duties, use or disclose confidential information relating to our business including but not limited to client lists, trade secrets, client details and pricing structures. For the avoidance of doubt you agree to comply with any requirements of confidentiality that we are bound to comply with for our clients or other contracting party.

1. Entire Agreement and Variations

The terms and conditions in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between us. These terms and conditions may only be varied by a written agreement signed by both you and us.

1. General

You acknowledge and agree that you have a lawful right to work in Australia and to perform the Duties in the Position Description and, you will immediately notify us of any circumstance that might prejudice this right at any time during your employment by us.

If any clause or any part of any clause in this letter is in any way unenforceable, invalid or illegal, it is to be read down so as to be enforceable, valid and legal. If this is not possible, the invalid part is to be severed without affecting the enforceability, validity or legality of the remainder of this agreement, which will continue in full force and effect.

1. Applicable Law

The laws applicable in the Location govern your employment and this letter. The parties submit to the non-exclusive jurisdiction of the courts in the Location and any courts competent to hear appeals from those courts.

To accept this offer of employment please return a signed and dated copy of this letter to us. If you have any questions, please do not hesitate to contact us. We would like to take this opportunity to welcome you to our team and hope you enjoy your time with us.

Yours sincerely,

{$USR\_Contact\_FN} {$USR\_Contact\_LN}

{$USR\_Contact\_Role}

I, {$PT2\_Contact\_FN} {$PT2\_Contact\_LN}, have read and understood this letter and accept the offer of employment on the terms and conditions set out in the letter. I understand that each engagement will constitute a separate contract of employment between us.

Signed Date: / /

POSITION DESCRIPTION

|  |  |
| --- | --- |
| Employee Name: | {$PT2\_Contact\_FN} {$PT2\_Contact\_LN} |
| Position Title: | {$PT2\_Role} |
| Location: | {$Workplace} |
| Duties: | Your role will require you to: |
|  | * + 1. {if !empty($Duty\_1)}{$Duty\_1};     2. {/if}{if !empty($Duty\_2)}{$Duty\_2};     3. {/if}{if !empty($Duty\_3)}{$Duty\_3};     4. {/if}{if !empty($Duty\_4)}{$Duty\_4};     5. {/if}{if !empty($Duty\_5)}{$Duty\_5};     6. {/if}{if !empty($Duty\_6)}{$Duty\_6};     7. {/if}{if !empty($Duty\_7)}{$Duty\_7};     8. {/if}{if !empty($Duty\_8)}{$Duty\_8};     9. {/if}{if !empty($Duty\_9)}{$Duty\_9};     10. {/if}{if !empty($Duty\_10)}{$Duty\_10};     11. {/if}Such other duties, tasks and responsibilities as {$USR\_ABV} may reasonably require from time-to-time. |
| Pay Rate: | ${$Fees\_Amt} per {$Fees\_Freq} inclusive of superannuation payments in accordance with the *Superannuation Guarantee (Administration) Act 1992* |

{$DISPLAY\_NAME} {$DISPLAY\_EMAIL} {$Login\_ID}