



**ABN: 46 629 038 704**

**Address: 29a King St, Sydney NSW 2000, Australia**

**Location Code: 46J3+CJ Sydney, New South Wales, Australia**

**Phone: +61292955080**



8V6K

---

**Subject:** Job Offer

**Date:** 06/04/2024

**To:**

**ROKEYA BEGUM**

**Passport No.:** A14251115

**Nationality:** Bangladeshi

**Date of Birth:** 12/11/1986

---

**Dear ROKEYA BEGUM**

We are pleased to inform you that **Arkaroola Wilderness Sanctuary**, located at 2948 Arkaroola Rd, Arkaroola Village SA 5731, Australia, has decided to appoint you to the position of **Waiter**. After reviewing your qualifications, experience, and profile, we are satisfied and are happy to offer you this position.

This employment will be under a **24-month contract**, which may be **renewed** in the future based on performance. Your duties will be determined by the company and may be modified by your manager as needed.

---

### **Terms and Conditions of Employment:**

- **Position:** Waiter
- **Work Location:** 2948 Arkaroola Rd, Arkaroola Village SA 5731, Australia
- **Working Hours:** 9:00 AM – 5:00 PM (Monday to Friday)
- **Salary:** AUD \$2800/month
- **Overtime Pay:** 1.5 times the standard hourly rate

**Provided Benefits:**

- Free accommodation
  - Meals provided by the company
  - Local transport expenses covered
  - Medical, dental, and health insurance
  - Subsidised mobile phone bill
  - Training and orientation
- 

## **Company Policies and Code of Conduct:**

### **1. Attendance and Behaviour:**

- Maintain cleanliness and professional attire at the workplace
- Wearing the uniform is mandatory
- Show respectful behaviour towards colleagues and guests
- You must submit your IELTS papers within 10 days of signing.

### **2. Punctuality and Absence:**

- Strict adherence to working hours is required
- Any absence must be reported in a timely manner

### **3. Use of Equipment:**

- Hotel equipment must not be used for personal purposes
- Any damage must be reported immediately

### **4. Health and Safety:**

- Fire safety, hygiene, and security protocols must be followed
- Mandatory use of protective gear (gloves, masks, etc.)

### **5. Confidentiality:**

- No sharing of guest or hotel-related information
- Posting photos or information on social media is strictly prohibited

### **6. Conflict of Interest:**

- No action should harm the company for personal or financial gain

### **7. Communication:**

- Maintain open, honest, and respectful communication

## 8. Training:

- Participation in hygiene, safety, and guest service training is compulsory

## 9. Disciplinary Actions (if rules are violated):

- Written warnings
  - Temporary suspension
  - Demotion
  - Termination of employment
  - Withdrawal of benefits
- 

## Final Instructions:

You are kindly requested to sign and return a copy of this letter to the address mentioned above **within 30 working days**. If we do not receive your response within the specified time, we will assume that you have **declined** the offer.

We appreciate your interest and look forward to welcoming you to our team.

---

Sincerely,

---

Clayas Jack Johnny  
Human Resources Manager

---

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_