



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 Kingsleys Australian Steakhouse, located 29a King St, Sydney NSW 2000, 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:** 29a King St, Sydney NSW 2000, Australia
- 29a King St, Sydney NSW 2000, 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: _____