



135 Hannan St, Kalgoorlie WA 6430, Australia
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ABN 42 789 199 478



Subject: Employment Offer Letter

Date: 02 July 2025

To:
Mr. MD ALAMGIR

Passport Number: A17208431
Nationality: Bangladeshi

Dear Mr. **MD ALAMGIR**,

We are pleased to inform you that Exchange Hotel Kalgoorlie, located at 135 Hannan St, Kalgoorlie WA 6430, Australia, has decided to offer you employment in the position of **Kitchen Assistant**.

Your qualifications and past experience have met our expectations. Based on your application and interview, we are happy to make you this formal offer. Your responsibilities will be assigned by the company and may be adjusted from time to time by your supervisor or manager.

You are expected to uphold a professional attitude, work in harmony with your colleagues, and maintain punctuality and discipline. All company policies and instructions must be followed accordingly.

Compensation and Benefits

- **Position:** Kitchen Assistant
- **Working Hours:** 8:00 AM – 4:00 PM
- **Working Days:** Monday to Friday
- **Salary:** AUD \$3,200 per month
- **Overtime Rate:** 1.5 times the regular hourly rate
- **Accommodation:** Provided by the company

- **Meals:** Two meals per shift provided
- **Transportation:** Included
- **Health Insurance:** Full medical and dental coverage
- **Mobile Allowance:** Monthly reimbursement

Conditions of Employment

- Maintain proper hygiene, dress code, and grooming standards
- Show respect to supervisors, team members, and customers
- No harassment, discrimination, or abusive behaviour is tolerated
- Follow all safety, food handling, and workplace rules
- Company property must be used responsibly
- Confidentiality must be maintained regarding company operations
- Absences or tardiness must be informed in advance
- Avoid any personal or financial conflict of interest
- All communication must be respectful and honest

Disciplinary Measures

Violation of company policies may result in:

- Verbal or written warning
- Suspension or termination
- Cancellation of benefits
- Legal action if necessary

Offer Acceptance

Please sign and return this offer letter within **30 working days** from the date of issue. If we do not receive your signed copy by then, we will consider that you are no longer interested, and the offer will be withdrawn without further notice.

For any clarification, feel free to contact us at the phone number or email above.

We look forward to welcoming you to our team.

Warm regards,

James Turner

Human Resources Manager
Exchange Hotel Kalgoorlie

Employee Declaration

I, **MD ALAMGIR**, accept the terms and conditions mentioned above and agree to join as per the company's requirements.

Signature: _____

Date: _____