

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

[Country]

Dear [Employee's Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This position is located at our [Location] office and will report to [Supervisor's Name].

Details of your employment offer are as follows:

- ****Position:**** [Job Title]
- ****Start Date:**** [Start Date]
- ****Salary:**** [Annual Salary] per annum, paid [frequency, e.g., monthly, bi-weekly]
- ****Employment Type:**** [Full-time/Part-time/Contract]
- ****Hours of Work:**** [Number of hours per week]
- ****Probationary Period:**** [Duration of probation, if applicable]

You will be entitled to the following benefits:

- [List of benefits, e.g., health insurance, paid time off, etc.]

This offer is contingent upon your ability to secure a New Zealand work permit. We will support you in the application process and provide necessary documentation, including this job offer letter.

Please confirm your acceptance of this job offer by signing and returning a copy of this letter by [Date].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]

[Signature]

[Printed Name]

[Job Title]