

(Insert Name of Agency)

GOVERNMENT OF THE COOK ISLANDS

PO Box (Insert box #) Rarotonga Cook Islands Phone (682) (Insert telephone number)

(Insert website address)

(Insert Date)

Name of applicant

Village

(Insert Island)

(Can also include Email here)

Kia Orana (Insert employees full name)

**Re:** **Letter of Offer**

I am pleased to offer you the position of (Insert Position Title) at (Insert Agency Name) commencing (Insert Start Date) (Insert End Date if a Fixed Term Employment Agreement)

1. This offer is conditional on the following:
   1. Signing and returning the Employment Agreement attached to this letter
   2. Providing any other relevant documents required e.g. Work Permit or Police Clearance
2. The role is located at the (insert Location) and reports to (Insert Position Title).
3. This role is a (Insert Employment Type i.e. Permanent Full Time, Casual) position.
4. Your annual gross salary is $(Insert Salary) per annum. (For a casual position insert Your hourly rate is (Insert hourly rate).
5. Your annual leave entitlement is 20 days per annum or a pro rata of that entitlement if Part Time or delete if a Casual position)

***Delete if not required:***

1. A mandatory Probationary Period of three months is outlined in the Employment Agreement and you are not able to take any annual leave during that period.
2. An increment increase of $(Insert amount) will be added to your base salary of $(Insert amount) on the successful completion of the Probationary Period.

You can discuss this offer of employment and the proposed Employment Agreement and seek advice from your family, lawyer, or someone else you trust.

We would like to have your response by (Insert Date). In the meantime, please feel free to contact me or (Insert Contact Name) via email or phone on (Insert Contact Details), if there is anything that you are unclear about, disagree with, don’t understand and/or want to discuss.

We are all looking forward to having you on our team

Kia Manuia,

(Insert Name of Head of Agency)

(Insert Position Title)