

2.1.10 Example – Formal Job Offer

Date

Candidate's name

Candidate's address

Dear Candidate's name

Following our conversation on _____, we would like to formally offer you the position of _____ on our farm.

As discussed the annual salary will be \$XX,000 (or list hourly wage). The [number of bedrooms] house you toured will be provided for you and your family during your employment with us. In addition you will be entitled to (any extra entitlements) during the season.

Your days and hours of work are as follows:

These terms and conditions are restated in the attached employment agreement. Please take time to read this agreement and take advice on its content. Feel free to ring us with any queries.

When you are comfortable with the terms and conditions detailed in the agreement, please sign it and return to us. Ideally we'd like to have these details confirmed prior to your starting with us.

Your start date as discussed will be [start date]. Your first 30 days includes a structured orientation program focusing on the management processes in place here and performance standards expected. An interim performance review will be conducted at 90 days and a more formal review at six months.

Please bring with you a deposit slip for your bank account and your IRD number on your first day of work.

We are looking forward to having you on the staff here and believe you will be a great addition to the team.

Kind regards

Employer/Manager signature

Employer/Manager's name

Business name

Business address

Disclaimer

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2.1.11 Example – Post Interview Rejection

Candidate's name

Candidate's address

Date

Dear (Candidate's Name)

It was good to meet you in the interview held recently for the (job title) on our (su) sheep and beef property at (location).

It was difficult to choose from such a high calibre of candidates, however we have offered the job to one of the other candidates.

We thank you for your application and wish you the best of luck in your job search and future endeavours.

Kind regards,

Employer/Manager signature

Employer/Manager's name

Business name

Business address

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