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<<DATE>>

Name  
Address 1  
Address 2

Dear **Name**

**RE: CONFIRMING YOUR ROLE AS**  
**Insert Role Here**

As part of the employment process of Headway Gippsland Inc, I would like to confirm your successful appointment to the position of **insert role here based at our \_\_\_\_\_ office.**

The position is a **permanent/short-term/casual** role and will be reviewed, after a period of 1, 3 and 5 months, and thereafter on an annual basis.

The remuneration for this position is \$\_\_\_\_\_ per hour. The employer superannuation guarantee is also provided at the Australian Government rate. If you are required to utilise your personal vehicle for business use then a travel allowance will be paid in accordance with the current SCHADS Award rate.

Please note this offer is conditional on the provision of the following mandatory compliance documents: -

- A "Clear" NDIS Workers Screen Check
- A current Employee Working with Children Check
- A valid Driver's Licence
- Level 2 First Aid and Provide CPR certificates
- Current Comprehensive Vehicle Insurance Certificate for your vehicle
- Completion and submission of all required Induction modules
- NDIS Worker Orientation Module Certificate

There will be no reimbursement by Headway Gippsland Inc. of the cost of obtaining/completing the above requirements.

On receipt of these documents a Contract of Employment will be emailed to you for signing and returning and confirmation of a commencement date will be agreed.

Failure to provide any of these documents will result in a withdrawal of the offer of employment.

Welcome to our team at Headway Gippsland Inc. who are supporting adults and children with disabilities.

Yours sincerely

Debbie Lee  
Operations Manager

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## **OFFER ACCEPTANCE**

I, .....

accept the terms and conditions of the contracted **insert role here**  
position as outlined in the confirmation letter.

Signature: .....

Date: .....