**AFEI Member Letter Template:   
Casual Conversion: Employer Makes Offer (s66B)**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

*[Place on Organisation Letterhead]*

[Insert date]

[Insert name]

[Insert address]

Dear [Insert name],

**Re: Casual Conversion - Offer of Permanent Employment**

As you have worked casual engagements with us for 12 months, we have conducted a review of your work pattern, and we found that during the last 6 months you have worked a regular pattern of hours on an ongoing basis which, without significant adjustment, could be performed on a permanent basis.

*Note: this notice must be given to the casual employee within 21 days after the end of the 12 months of employment.*

Our review indicates that you have worked the equivalent of [full time/part time] hours. As such we would therefore like to offer to convert your casual employment to permanent [full time/part time] employment with us, based upon the regular pattern of hours you have worked.

If you wish to accept this offer please confirm this in writing with us by [insert date] (within 21 days). We will then schedule a meeting with you to discuss:

1. Whether the permanent position will be full-time or part-time;
2. The hours of work for the permanent position; and
3. The commencement date of the permanent position.

The offer of permanent employment is subject to the offer and acceptance of a written contract of employment for the permanent position.

You have no obligation to accept this offer and may decline for any reason. If we do not hear back from you by the specified date, then we will accept this as you choosing to decline the offer of permanent employment. Your casual engagements with us will remain unaffected.

To respond to this letter, or if you have any questions, please contact [insert contact details].

Yours sincerely,

*NOTE – if an employee accepts the offer, an employer is then required to discuss with the employee whether the employee is converting to full-time or part-time employment, the employee’s hours of work and the day the conversion takes effect.*

*An employer must, within 21 days of that meeting, issue a further notice that confirms the points of discussion above. Please see our template “Casual Conversion - Employer response to employee accepting offer”*

[Insert name]

[Insert title]