**AFEI Member Letter Template:
Casual Conversion: Employer Response to Employee
Accepting Offer (s66E)**

**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: Acceptance of Offer for Casual Conversion**

We met with you on [insert date] to discuss your acceptance of the offer of casual conversion.

*Note: if the offer of casual conversion was made pursuant to the Fair Work Act 2009, then this notice must be given to the employee within 21 days from the casual employee’s acceptance of the offer.*

We confirm the outcome of that meeting was that the details of the offer are:

1. The permanent employment will be on a full-time/part-time basis;
2. Your hours of work in the permanent position will be:

[insert offered hours of work]

*Note: if the offer of casual conversion was made pursuant to the Fair Work Act 2009, the offered hours of work must be consistent with the regular pattern of hours worked by the casual employee in the previous 6 months.*

*Note: Modern Awards will usually require there to be agreement between the employer and employee as to a part-time employee’s number of hours of work each day, the days of the week they will be worked, and the start and finish time of those hours each day.*

1. The agreed start date of the permanent position is [insert date].

*Note: if there is no agreement as to the date the casual conversion will take effect, then it will take effect on the first day of the employee’s first full pay period following this notice being given.*

Annexed to this letter is a copy of a contract of employment in accordance with these terms. Please sign, date, and return the contract of employment to us by [insert date].

If you do not wish to proceed with the casual conversion, please confirm this with us in writing prior to the start date of the permanent position.

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

Yours sincerely,

[Insert name]

[Insert title]