



Welcome to the People Essentials Client Portal

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support

People Essentials Client Portal







This is the Home Page for People Essentials. From here you have access to all the content available within the site.

First time user?

[Read the
Getting Started Guide](#)

Still got questions?



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Relevant Templates

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Letter of Offer

A Letter of Offer is an important document that clarifies key aspects of the employment relationship. It is not as formal as a Contract of Employment and is more of a letter style, however it is important that key terms of employment are expressed clearly, accurately and tailored as required.

Terms you might consider when drafting a Letter of Offer include:

- Commencement date
- Job position or title
- Hours of work
- Requirements with regard to following company policies and procedures
- Minimum Employment Standards eg. leave
- Confidentiality Agreement
- How the Contract may be terminated

Two copies of the Letter of Offer need to be forwarded to the employee to be signed. The employee keeps one copy for their own records and the other is to be returned to you. The signed Letter of Offer should be placed in the employee's Personnel File.

Please refer to the Letter of Offer template.

This Template is a basic Letter of Offer for a full time employee and is provided as a guide.

You are encouraged to contact us for assistance in tailoring your Letter of Offer(s) as required.

