[Date]

[Employee First Name] [Employee Surname]

[Employee Address]

**Casual Employment Conversion Letter**

Dear [Employee First Name],

I refer to our recent discussions and confirm that, as you have been employed by [Company Name] as a casual employee on a regular basis. In accordance with the [Insert Award and Class/Grade] that your covered under, [Company Name] would like to offer you the opportunity to have your employment converted to permanent [Delete after reading: choose either Full-Time or Part-Time] employment.

As you are aware, you are currently paid a casual rate of [Insert current hourly pay rate] per hour, which includes a 25% casual loading. If your employment is converted to permanent [Delete after reading: choose either Full-Time or Part-Time] employment, you will no longer be eligible to receive a casual loading, which means that your rate of pay will be reduced to [Insert permanent hourly pay rate] per hour.

As a [Delete after reading: choose either Full-Time or Part-Time] employee, you would be entitled to the benefits associated with [Delete after reading: choose either Full-Time or Part-Time] employment, including paid annual leave and personal leave in accordance with the relevant legislation.

You have [Delete after reading: insert the required amount of time required e.g. four weeks] from the date of this letter in which to decide whether you wish to have your employment converted to permanent employment. Please complete the **enclosed** election form and return this to us by [Return Date].

If you do not elect to convert to [Delete after reading: choose either Full-Time or Part-Time] employment during this time, you will be deemed to have elected against any such conversion.

If you do elect to convert to [Delete after reading: choose either Full-Time or Part-Time] employment, you will then be asked to sign a [Delete after reading: choose either Full-Time or Part-Time] employment agreement.

Please contact [Insert Position (e.g. CEO/Director/Owner)] if you wish to discuss these matters further.

[Salutations for goodbye],

[Company Name]

[Letter Signatory Name]

[Letter Signatory Position]

**Casual Conversion Election Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I:

 Employee Name

1. have received a letter from [Company Name] on [Date Letter Received] in relation to the opportunity for me to elect to have my regular and systematic casual employment converted to [Delete after reading: choose either Full-Time or Part-Time] permanent employment;
2. have had the opportunity to seek any necessary advice in relation to this matter;
3. understand that if I elect to remain a casual employee, I will not be entitled to the benefits associated with permanent employment, including paid annual leave and personal leave; and
4. make the following election in relation to my employment without coercion or duress.

|  |  |
| --- | --- |
|  | I wish to have my employment converted to [Delete after reading: choose either Full-Time or Part-Time] permanent employment |
|  | I wish to remain a casual employee |

#

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_