This letter must be used to advise an employee that they are being formally offered a suitable ongoing role/position and to demonstrate compliance with clause 4.4, Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017*.

**[Wording in bold font]** should be deleted once relevant content is included.

State Government logo and Agency branding is to be included.

**[Insert Date]**

**CONFIDENTIAL**

**[Insert Name and Postal Address]**

*Delivered per registered and standard mail; or courier; or hand delivered*

Dear Mr or Ms **[surname]**

**Offer of Suitable Ongoing Role**

On **[date]**, written advice was provided to you formally declaring that effective from [**insert date**][[1]](#footnote-1), you were excess to requirements of **[agency name]**.

The purpose of this letter is to formally offer and confirm suitable employment as defined by Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017* (the Enterprise Agreement)*.*

In accordance with Clause 4.4, Appendix 1 of the Enterprise Agreement, I enclose a contract of employment and a Job and Person Specification for the new role.

If you decide that you will not accept this suitable ongoing role, your employment may be terminated with the payment of 5 weeks’ notice and the separation payment outlined in clause 4.6.3, Appendix 1 of the Enterprise Agreement.

You have a minimum of 14 days from the date of receipt of this letter to consider this offer. A response to this offer is required by [**insert date**].

As required by clause 4.6.2, Appendix 1 of the Enterprise Agreement, further correspondence confirming the outcome of the redeployment process for yourself will be sent after [**insert date**].

If you have any questions contact **[Insert name of senior HR practitioner / HR leader / or agency executive].**

Yours sincerely,

**Chief Executive, Agency Head or Delegate**

**Signature Block**

1. Clause 3.4.2, Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2017* states that “*the date [the employee’s] position will be made redundant shall be no earlier than 28 days from the date the notification is received*” [↑](#footnote-ref-1)