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 5.4, Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2022*.

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

state government logo and agency branding is to be included.

[INSERT DOCUMENT CLASSIFICATION]

**[Insert Date]**

**CONFIDENTIAL**

**[Insert Name and Postal Address]**

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

Dear **[first name] [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 / redundant**] 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 2022* (the Enterprise Agreement)*.*

In accordance with Clause 5.4, 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 five (5) weeks’ notice and the separation payment outlined in clause 5.6.3, 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 5.6.2, 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 human resources practitioner / human resources leader / or agency executive].**

Yours sincerely,

**Chief executive, agency head or delegate**

**Signature Block**

1. Clause 4.4.1, Appendix 1 of the *South Australian Public Sector Wages Parity Enterprise Agreement: Weekly Paid 2022* states that “*the determination will come into effect no earlier than 28 days from the date the notification is received*”
 [↑](#footnote-ref-1)