(date)

(employee)

(employee address)

Dear (employee).

Re: Your Casual Employment

I refer to our recent discussions and confirm that, as you have been employed by (company) as a casual employee on a regular basis. In accordance with the modern award MA000027: Health Professionals and Support Services Award 2010 that you covered under, (company) would like to offer you the opportunity to have your employment converted to permanent full-time employment.

As you are aware, you are currently paid a casual rate of $(00.00) per hour, which includes a 25% casual loading. If your employment is converted to permanent full-time employment, you will no longer be eligible to receive casual loading, which means that your rate of pay will be reduced to $(00.00) per hour.

As a full-time employee, you would be entitled to the benefits associated with full-time employment, including paid annual leave and personal leave in accordance with the relevant legislation.

If you do not elect to convert to full-time employment during this time, you will be deemed to elected against any such conversion. If you wish to revisit the matter of your election, we would encourage you to discuss this with us in the first instance.

If you do elect to convert to full-0time employment, you will then be asked to sign a full-time employment agreement.

Please contact me if you have any questions or if you wish to discuss these matters further.

Yours sincerely,

I have read the above information and elect to:

* convert from casual employment to full-time employment
* remain as a casual employee

Employee name:

Employee signature:

Date: