



# Māori Workforce Recruitment

## Appendix 4: Offer of employment

## Offer

It is important to acknowledge Kaupapa whereby Māori practice in discussing decision making with their whānau. With this when extending an offer / contract to a successful applicant the offer should be informed in writing and included within the email template should be the following note:

*We understand you may wish to discuss this offer of employment with whānau and hence provide 7 days for your receipt of either offer accepted or refused. Should you have any queries or need further clarifications please contact your Recruiter at the very first instance.*

A copy of the guideline letter:

Tēnā koe **(Name)**,

Congratulations on your offer of appointment to the position of **TITLE OF ROLE** with Waitematā District Health Board. Please find attached your Offer of Employment

We understand you may wish to discuss this offer of employment with whānau and hence provide 7 days for your receipt of either offer accepted or refused. Should you have any queries or need further clarifications please contact your Recruiter at the very first instance.

Once you have read the attached documents, please also indicate whether you accept or refuse the offer below.

Please **click here** or copy and paste the link below into a new browser window to view the Job Description for this role. (If you want a copy, please download to your computer or print out direct)

[Link to PD](#)

Ngā mihi

**RECRUITER DETAILS**



