# IECSEP template letter of employment offer

**Letter of employment offer**

**Australia – UK Innovation and Early Careers Skills Exchange Pilot (IECSEP)**

Dear [IECSEP applicant] or [Department of Foreign Affairs and Trade]

This letter confirms that [legal and trading name of organisation, ABN, and ACN if applicable] has offered [IECSEP applicant] employment in Australia for the purposes of an IECSEP application under the [insert stream]. The occupation is [name of occupation and 6-digit ANZSCO code] and the title of the role is [name of role]. The duties will include [provide a list of duties]. The position will be located at [insert main address where the employment will be located].

The position is for [insert duration: maximum 12 months for Early Careers, 3 years for Innovation stream] and will commence on the date that [IECSEP applicant] arrives in Australia. [alternatively, you may specify a start and end date, but ensure the start date reflects the lead-time for DFAT to process the IECSEP application, and visa processing by Home Affairs. The start date can be no later than 12 months after the date the IECSEP application is submitted to DFAT. The end date must be no later than 12 months/3 years following the start date.]

CHOOSE WHICH APPLIES:

I confirm that [Name of applicant] will be required to undertake an occupation or duties that requires licencing, registration, or certification to practice. I confirm that [Name of applicant] is fully qualified to undertake the occupation or duties, and that [Name of applicant] holds full and unconditional Australian licencing, registration, or certification necessary to undertake the occupation or duties described in the offer or contract.

OR

[Name of applicant] will not be required to undertake an occupation or any duties that require licensing, registration, certification to practice.

This letter also confirms that [name] will be employed or engaged by [legal and trading name of Australian employer] in accordance with the standards for wages and working conditions provided for under relevant Australian legislation and awards.

I acknowledge that participation in the IECSEP is subject to a decision by the Department of Foreign Affairs and Trade to issue a letter of support, and the decision of the Department of Home Affairs to grant a Temporary work (International relations) visa (subclass 403) Government Agreement stream.

Yours sincerely

[signatory name]

[signatory contact details for verification of the letter of offer]