

Telephone:

CONFIRMATION OF EMPLOYMENT

Dear

I am pleased to confirm your employment at the forthcoming election in the following position:

Position No	Package Rate	Hourly Rate
Description		
Commencement - Time:	Date:	
Polling Place - Number:	Name:	
Employment		
Address		

I have enclosed a booklet for you to read before polling day. If necessary I will contact you to arrange for a training session, otherwise take the booklet with you when you report for duty at the time and date indicated above.

If for any reason you are unable to perform the duties please contact my office immediately.

Yours sincerely

Divisional Returning Officer