

SAMPLE PROMOTIONAL JOB OFFER

Date

PERSONAL AND CONFIDENTIAL

Employee Name
Employee Address
Employee Community, Postal Code

Dear Employee Name:

Job Offer – Position # ##-##### - Position Title

I am pleased to offer you a promotion to the position of (position title), (division title, if necessary) with the (name of department) in (location). If you decide to accept this offer, you will report to (supervisor's name), (supervisor's title), (division title, if necessary). This appointment, effective (start date) carries with it a standard probationary period of six months.

Your salary will be \$##.## per hour which represents step #, pay range ##. In addition, you will receive an annual Northern Allowance of \$#,### per annum. In accordance with the Collective Agreement, 1.92% will be deducted from your pay bi-weekly to cover five (5) Mandatory Leave Without Pay days that you are required to take. Other terms and conditions of employment are as per the Collective Agreement that is accessible via the Internet at <http://www.gov.nt.ca>.

Your salary will be \$##.## per hour which represents step #, pay range ##. In addition, you will receive an annual Northern Allowance of \$#,### per annum. In accordance with the Excluded Employees' Handbook, 1.92% will be deducted from your pay bi-weekly to cover five (5) Mandatory Leave Without Pay days that you are required to take over. Other terms and conditions of employment are as per the Excluded Employees' Handbook that is accessible via the Internet at <http://www.gov.nt.ca>.

(If necessary) It is important that you contact Name, MTA/Removals Administrator, at (867) ###-#### as soon as possible to make arrangements for your removal.

Also, a package of additional documents related to your employment will be mailed to you. Please bring the documents that require signature with you to your documentation session.

If you agree with the above conditions, please indicate your acceptance by signing a copy of this letter and returning it via fax to Employee Name, Functional Recruitment Officer at (867) ###-####. The original of this letter and job description will be mailed to you.

Congratulations on your promotion. Should you have any questions concerning this job offer, please contact me at (867) ###-####.

Sincerely,

Designated Government Officer
Position Title

Attachment

ACCEPTANCE OF APPOINTMENT

I accept the offer on the terms and conditions outlined.

Signature

Date

cc: Removal Administrator, Department of Human Resources
Personnel File