

Sample Letter of Offer

Date

Name
Address
City, Province
Postal Code

RE: LETTER OF OFFER OF EMPLOYMENT - *Position title*

Dear *Mr. /Ms. Last name,*

Following our recent discussions, we are delighted to offer you the position of *Position Title* with *Our Organization*. *Our Organization* is *describe key highlights about your organization*. If you join *Our Organization*, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

As a member of *Our Organization* team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of *Our Organization*. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Title: *Position title*

Job description: *See attached*

Start date: *Start date*

Salary: *Amount per year*

Probation: *Describe your organization's probationary policy*

Group benefits: *Succinctly describe your organization's group benefits plan, including when the new employee will be eligible*

Hours of work: *Describe the hours of work per week this position requires*

Reporting relationship: *Identify the position that this position will report to*

Vacation: *Explain your organization's vacation policy including how many days, how they are accumulated etc.*

Following the initial probationary period, a progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise.

This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards (or Labour Standards) for *Your Province*

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Sincerely,

Your name
Your title
Your organization

With the signature below, I accept this offer for employment.

Name

Date

Terms and conditions of employment can be included in a letter of offer, as shown here. Or they can be set out in an "Employment Agreement." See the Sample Employment Agreement for an example.

A national organization agreed to post this policy on www.hrcouncil.ca as part of the HR Toolkit. Sample policies are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures for your organization