

Sample Letter of Offer  
Place on Company Letterhead

Date

Name  
Address

Dear (Name):

I am pleased to extend our offer of employment for the position of *(name of position)*. In this position you will work in our *(location)*. In this position you will report to *(name of manager and title)*.

### **Duties and Responsibilities**

Your responsibilities are detailed in the attached position outline. *(It is always a good idea to provide some outline of duties and responsibilities along with working conditions such as hours of work)*.

### **Effective date**

The effective date is *(indicate the first day of work - date)*.

### **Probationary Period**

Your employment is subject to a probationary period of *(number of months)* months beginning on your start date of *(start date)*. Your probationary period will be subject to *(refer to your provincial labour standards or employment standards by name)*.

### **Remuneration**

Your annual salary will be \$xxxxx. We will calculate and deduct statutory deductions (Federal tax, C.P.P., E.I.) for you at source. Your salary is payable *(weekly or bi-weekly by direct deposit to the financial institution of your choice or by cheque – outline how compensation is made)*.

### **Benefits**

In addition to salary you receive the following benefits *(list any benefits – group insurance, etc. And provide details if it is employee paid or company paid)*.

### **Vacation**

Your vacation eligibility is based on *(date of hire calculation or the calendar year – also indicate the amount of vacation to be earned and any other relevant vacation details – vacation is governed by ESA so you must be specific)*.

### **Confidentiality (Optional paragraph)**

While under our employ and after the termination of this agreement, you will not disclose the private and confidential affairs of the *(name of firm)* and will not use for your own purposes or for those of any other person any information which you acquire about the business and affairs of the *(name of firm)* or about its management and methods of operations.

### **Termination**

If your employment with *(name of firm)* is terminated, you will receive either written notice of termination, termination pay or a combination (as long as the notice and the termination pay together equal the length of notice you would be entitled to receive), in accordance with *(labour standards or provincial employment standards act or legislation)*.

**Law of the Contract**

This offer should be interpreted according to the laws of (*Province*).

Please provide your signature on one copy of this letter as your acceptance of these terms and conditions that shall constitute an agreement between us. Please return one copy to us for our files.

(*Name*), we look forward to establishing a professional working relationship with you and welcome to our team.

Yours truly,

*Name of Hiring Manager*

*Title of Hiring Manager*

I hereby understand and agree to the terms outlined in this letter of contract.

DATED at            this \_\_\_\_ day of

Signed: \_\_\_\_\_  
(*Name*)

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