[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: CONFIRMATION OF AN OFFER OF EMPLOYMENT**

Dear [CONTACT NAME],

Welcome to [YOUR COMPANY NAME]!We are pleased to confirm our offer to have you join our company as a [POSITION TITLE] reporting to [SUPERVISOR], commencing on [DATE] on the following terms:

1. Your employment duties consist of [LIST DUTIES]; however, this list is not to be taken as fixed or exhaustive and you will be expected to perform any reasonable employment task given by a superior;
2. You will be on probation for [NUMBER] weeks during which time we may terminate your employment at any time without notice or payment in lieu of notice; if your employment is continued, we may only terminate your employment without cause on two-weeks notice or payment in lieu of notice; however, we reserve the right to terminate your employment at any time without notice or payment in lieu of notice for good cause;
3. Your gross cash salary, inclusive of any statutory leave pay to which you may be entitled, during the probationary period of your employment is equivalent to [CURRENCY AMOUNT] per annum payable, subject to statutory deductions, in [WEEKLY, BI-WEEKLY] instalments not in advance. If your employment is continued, your gross cash salary, inclusive of any statutory leave pay to which you may be entitled, will increase to [CURRENCY AMOUNT] per annum also payable, subject to statutory deductions, in weekly instalments not in advance. In addition, you have the following taxable fringe benefits in connection with your employment: [LIST FRINGE BENEFITS]; [OR CONTINUE] there are no fringe benefits in connection with your employment and, in particular, there is no sick leave;
4. Your hours of employment are [TIME] am to [TIME] pm, Monday through Friday, with [NUMBER] minutes off for lunch and [NUMBER] minute coffee-breaks (one to be taken in the morning and the other in the afternoon) each full working day;
5. You have up to [NUMBER OF DAYS] ordinary leave each year; [OPTIONAL] you will not receive your ordinary pay while on leave, but you will be paid any statutory leave pay to which you are entitled. All leave time must be reserved [NUMBER] months in advance; no ordinary leave may be taken during the first [NUMBER] months, including the probationary period, of employment;

1. You may not accumulate your time for lunches, coffee-breaks or ordinary leave. These must all be scheduled subject to reasonable control over timing by the company;
2. All overtime must be expressly requested and authorised in advance by the company; otherwise, it is worked at your own risk;

1. You agree not to disclose any confidential information learned in the course of your employment about the business of the company or about its clients or about the personal affairs of your superiors to anybody outside the company both during and after your term of employment;
2. Other [YOUR COMPANY NAME] policies are set forth in the Company’s Employee Handbook, a copy of which will be provided to you before the commencement of your employment with the Company;
3. Upon your acceptance, this letter will contain the complete agreement and understanding between you and the Company and supersedes any prior or contemporary agreements, understandings, communications, offers, representations, warranties, or commitments by or on behalf of the Company (oral or written). The terms of your employment may be changed in the future, but only in writing and provided it is signed by both you and [YOUR COMPANY NAME];
4. In the event a dispute does arise, this letter, including the validity, interpretation, construction and performance of this letter, shall be governed by and construed in accordance with the substantive laws of the Province of [STATE/PROVINCE]. Jurisdiction for resolution of any disputes shall be solely in [STATE/PROVINCE].

This offer of employment is valid until the close of business on [DATE]. Please let us know of your decision to join [YOUR COMPANY NAME] by signing a copy of this offer letter and returning it to us not later than [DATE]. Your offer is dependent upon your (1) completion of [YOUR COMPANY NAME] Employment Application; (2) signing of the Company's Confidentiality and Invention Assignment Agreement; and (3) providing proof of your eligibility to work in [COUNTRY], and (4) [ADD ANY OTHER CLAUSE LIKE DRUG TEST, PHYSICAL EXAMINATION, PSYCHOLOGICAL TEST, OR SKILLS TEST]. You hereby represent to the Company that you are under no obligation or agreement that would prevent you from becoming an employee of the Company or unfavourably impact your ability to perform the expected services.

Please feel free to discuss with your contact if there is anything with which you do not agree.

We are very pleased to offer you the position and are sure that you will make a wonderful

 addition to our firm. Once again, welcome to the company!

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

 **Employment on the terms set out in this letter is accepted.**

By:

By: Date: