## Personal & Confidential

{{ offer\_date }}

To: {{personal.salutation}}{{ personal[‘first\_name’] }} {{ personal[‘last\_name’] }}

{{address\_line1}}

{{address\_line2}}

Dear {{personal.salutation}} {{ personal[‘first\_name’] }} {{ personal[‘last\_name’] }},

### **Re: Employment Agreement**

I am pleased to confirm the employment for the position of **{{ joboffer[‘job\_title’] }} (**NOC: {{ joboffer[‘noc’]}}) at {{general[‘legal\_name’] }}

{%- if joboffer[‘supervisor\_name’] and joboffer[‘supervisor\_title’]-%}

, reporting to {{ joboffer[‘supervisor\_name’] }}, the {{ joboffer[‘supervisor\_title’] }},

{%- endif -%} on the following terms and conditions:

1. {% if not joboffer.offer\_date -%}
2. Your employment will commence as soon as you have legal status in Canada.
3. {% else -%}
4. Your employment will commence on {{ work\_start\_date }}.
5. {%- endif %}
6. Your position title is {{ joboffer[‘job\_title’] }}, and the position is {{term.lower()}} and {{full\_part\_time}}
7. Your work location is at {{address\_line1}}, in {{ workingaddress[‘city’] }}, {{workingaddress[‘province’] }}.
8. Attached is a job description which summarizes the principal duties and responsibilities associated with the position.
9. Your starting rate of pay will be ${{ joboffer[‘wage\_rate’] }} {{ joboffer[‘wage\_unit’]}} based on {{ joboffer[‘hours’] }} hours per work week.
10. Your salary will be paid {{ joboffer[‘payment\_way’]}}, and will be subject to the statutory deductions (Federal tax, CPP, EI)
11. {% if joboffer[‘has\_probation’] -%}
12. You will be on probation for the {{ joboffer[‘probation\_duration’]}} months of your employment. We reserve the right to terminate your employment at any time during the probationary period if we determine that your performance is unsatisfactory or that you are otherwise unsuitable for continued employment. After the probation period, you must give the Company three weeks’ notice of your resignation. On receiving notice, the Company may, in its sole discretion, pay you for the resignation notice period and ask you not to go to work.
13. You will be entitled to company benefits after completion of your probationary period as per company policy.
14. {%- endif %}
15. You are entitled to {{ joboffer[‘vacation\_pay\_weeks’] }} weeks of paid vacation per year; vacation time may increase with experience within the company and/or performance. Your vacation pay will be {{ vacation\_pay\_percentage }} of your annual salary.
16. {% if has\_benefits -%}

Extended benefits you will be entitled: {{benefits }}

{%- else -%}

1. All other benefit will be similar like other employees.
2. {%- endif %}
3. As a condition of accepting our offer, you agree that during your employment and thereafter you will keep confidential and refrain from using directly or indirectly, all documents, data or information pertaining to our business and affairs that is not publicly known. You also agree to return to the Employer, immediately upon the cessation of your employment, regardless of how it may occur, all business documents, lists, files, equipment, and all other property of the Employer, including any copies of these items.
4. This letter describes your entire employment agreement with the Employer. It supersedes and replaces any prior agreements or representations, whether oral or written.
5. If this employment agreement is acceptable to you, please sign and date the enclosed copy of this letter in the designated space below and return it to me, together with a signed and dated copy of the Job Description.

We wish you a great future in {{ general[‘legal\_name’] }}. and we look forward to a good collaboration with you.

Sincerely,

{{ joboffer[‘employer\_rep’] }}

{{ joboffer[‘employer\_rep\_title’]}}

I have read the above job offer and accept the job as offered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature Date

**Annex**

**Title: {{ joboffer[‘job\_title’] }}**

**Responsibilities include the following:**

## {% for duty in joboffer [‘duties’] %}

* {{ duty }}

## {% endfor %}

I have read the above job description and accept the job as offered.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee's Signature Date