**PRIVATE & CONFIDENTIAL**

Date: {{ offer\_date }}

{{ personal[‘first\_name’] }} {{ personal[‘last\_name’] }}

{{address\_line1}}

{{address\_line2}}

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

**RE: OFFER OF EMPLOYMENT**

Congratulations!

As a result of your interview with us, we are satisfied with your background and decided to offer you this full-time position of **{{ joboffer[‘job\_title’] }} (**NOC: {{ joboffer[‘noc’]}}) with {{general[‘legal\_name’] }} in our facility in {{ workingaddress[‘city’] }} {{ workingaddress[‘province’] }}. {%- if joboffer[‘supervisor\_name’]!=None and joboffer[‘supervisor\_title’]!=None -%}

You will be reporting to {{ joboffer[‘supervisor\_name’] }}, the {{ joboffer[‘supervisor\_title’] }} of {{ general[‘legal\_name’] }}.

{%- endif %}

As {{ joboffer[‘job\_title’] }}, you will need to perform the following job duties:

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

* {{ duty }}

## {% endfor %}

You benefits package and terms of employment is as the following described.

**Commencement date**

{% if joboffer.work\_start\_date%}

Your employment will be started on {{ work\_start\_date}}

{% else %}

As long as you have legal status in Canada.

{% endif%}

**Salary:**

You will be remunerated at ${{ joboffer[‘wage\_rate’] }} {{ joboffer[‘wage\_unit’]}}. The company will evaluate your work performance in the company and make any change about your salary. Overtime has to be authorized and you are entitled to overtime compensation in accordance with the local Employment Standard Acts. You will not receive additional pay for non-required or unauthorized overtime work.

{% if has\_benefits %}

**Extended Benefits:**

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

{% endif %}

**Hours of work:**

You will be working {{ joboffer[‘hours’] }} hours per week

**Annual leave:**

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.

**Other obligations:**

By accepting our offer of employment, you agree to observe the strictest confidentiality in regards to all matter relating to the business or affairs of {{general[‘legal\_name’] }}. both during and subsequent to leaving the employment of {{general[‘legal\_name’] }}. During your employment you shall not engage in any other employment or activity that impairs your obligations to our company.

This offer will be valid for you to sign and return one copy to us. We wish you will find a satisfied career with us. Please confirm your acceptance by signing and returning this letter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{{ joboffer[‘employer\_rep’]}} {{ personal[‘first\_name’] }} {{ personal[‘last\_name’]}}

{{ joboffer[‘employer\_rep\_title’]}}

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_