**Letter of offer of employment template**

This a guide to help you make a formal offer of employment to a person you want to hire for your business. It covers a full range of subjects you will want to discuss when offering a job, including compensation, work conditions and company policies. Be sure to modify the letter to fit the job you are offering and your company’s policies and practices.

**Personal and confidential**

[Enter Date]

Candidate’s name

Address

Dear [candidate’s name],

We are pleased to offer you employment with [name of your company] as [job title] in our [job location]. Your start date will be [start date], or another mutually agreed upon date, and you will report to [name of supervisor or the undersigned or me]. This is a [permanent/contract/temporary] position. As part of our hiring practice, we conduct [employment references, credit and criminal file] checks and education confirmation. It is understood that this offer is conditional on positive results from these verifications [or being accepted for bonding, licensing and/or insurance.]

**Salary and other compensation**

Your starting salary will be [starting salary] to be paid on a [weekly or bi-weekly or other] basis. [Insert any other compensation details such as commission or bonuses to be paid, when they are paid and under what performance conditions].

**Work schedule**

Your will be working [insert work schedule and number of hours per week].

**Probation**

There will be a [number]-month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the termination of your employment upon [period of time] notice.

**Benefits**

You will be entitled to receive all benefits coverage offered by the company, including [insert coverage such as life insurance, medical and dental and long-term disability] upon [joining the company or following successful completion of your probationary period.] Benefit coverage may be amended from time to time as deemed appropriate by the company.

**Pension plan**

You will be eligible to enroll and participate in the company’s pension plan upon [joining the company or following the successful completion of your probationary period.]

**Vacation**

During your first year, you will be entitled to [number of days prorated on the basis of x days per competed month of service] of vacation. In your first full year of employment and thereafter, you will be entitled to [number of days or weeks] of vacation in each fiscal year of employment.

**Company policies**

You will be required to abide by existing company policies that pertain to your employment and such other policies that are introduced during your employment. These policies are set out in the employee manual. [Note: It is good practice to have an employee manual for your company that explains working conditions, expectations, policies and procedures. New employees should sign an acknowledgement they have read the manual.]

**Diversity and inclusion**

Should you need some form of workplace accommodation in order to perform your job more effectively (for example workstation and/or work area access, physical modifications or modifications to technology or equipment), please let us know.

**Confidentiality/Intellectual Property**

[Insert language requiring employee to respect and protect the confidentiality of the company’s information and intellectual property.]

We hope you find your employment with us stimulating and challenging and we wish you every success during your employment with [company name].

If the above conditions are agreeable to you, please sign, date and return this letter to [name or the undersigned or me or the human resources department or other person] by [date].

Please do not hesitate to contact [me or other name] if you have any questions or need assistance before your first day.

Sincerely yours

[name and title]

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Acknowledged and accepted by (print name) Date

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Signature