

# EMPLOYMENT APPOINTMENT LETTER

Company Name: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

## Position Details:

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Reporting To: \_\_\_\_\_

## Employment Terms:

Employment Type (Full-time/Part-time/Contract): \_\_\_\_\_

Place of Work: \_\_\_\_\_

Working Hours: \_\_\_\_\_

## Compensation and Benefits:

Salary / Wage: \_\_\_\_\_ CAD

Payment Frequency: \_\_\_\_\_

Benefits: \_\_\_\_\_

### 1. Appointment and Acceptance

The Company hereby appoints the Applicant to the position specified above, subject to the terms and conditions set forth in this letter. The Applicant accepts the appointment and agrees to perform the duties faithfully and to the best of their abilities.

### 2. Duties and Responsibilities

The Applicant shall perform all duties as are customary for the position and as may be reasonably assigned by the Company from time to time. The Applicant agrees to comply with all Company policies, procedures, and applicable laws.

### 3. Probationary Period

The initial period of employment shall be considered probationary for a duration as determined by Company policy. During this time, either party may terminate the employment relationship without cause and without notice.

### 4. Working Hours and Location

The Applicant agrees to work the hours required by the Company and at the location specified above or at any other location the Company may designate. Reasonable adjustments to working hours may be made as necessary.

### 5. Salary and Payment

The Company shall pay the Applicant the agreed salary/wage, subject to applicable withholdings and deductions, on the schedule specified above. No other compensation or benefits are implied unless expressly stated.

### 6. Benefits

The Applicant shall be entitled to participate in any Company benefit plans, programs, or policies applicable to the position, subject to the terms of such plans and applicable law.

### 7. Confidentiality

The Applicant shall maintain the confidentiality of all proprietary and confidential information of the Company both during and after the term of employment, and shall not disclose such information to any third party without prior written consent.

#### **8. Intellectual Property**

All intellectual property created or developed by the Applicant in connection with the employment shall be the exclusive property of the Company. The Applicant agrees to execute all documents necessary to assign such rights to the Company.

#### **9. Termination**

Either party may terminate the employment relationship at any time by providing written notice in accordance with applicable employment standards legislation. The Applicant acknowledges that termination may occur with or without cause.

#### **10. Return of Company Property**

Upon termination of employment, the Applicant shall promptly return all Company property, documents, and materials in their possession or control.

#### **11. Compliance with Law**

The Applicant agrees to comply with all applicable laws, regulations, and Company policies. Non-compliance may result in disciplinary action up to and including termination.

#### **12. Entire Agreement**

This letter, together with any referenced policies and documents, constitutes the entire agreement between the parties and supersedes all prior negotiations or agreements, whether written or oral.

#### **13. Amendment and Waiver**

No amendment to this letter shall be effective unless in writing and signed by both parties. No waiver of any provision shall be deemed a waiver of any other provision.

#### **14. Governing Law**

This appointment letter shall be governed by and construed in accordance with the laws of Canada and the applicable province or territory, without regard to conflict of law principles.

#### **15. Severability**

If any provision of this letter is found to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

#### **16. Acceptance**

The Applicant shall indicate acceptance of this appointment by signing and returning a copy of this letter to the Company.

**COMPANY REPRESENTATIVE**

**APPLICANT**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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