

EMPLOYMENT OFFER LETTER

Employer: _____

Address: _____

Phone/Email: _____

Employee Information:

Full Name: _____

Address: _____

Phone/Email: _____

Position and Terms of Employment:

Job Title: _____

Employment Status (Full-time/Part-time/Contract): _____

Work Location: _____

Start Date: _____

Compensation and Benefits:

Salary/Hourly Rate: _____ CAD

Payment Frequency: _____

Benefits: _____

Duties and Responsibilities:

The Employee agrees to perform the duties and responsibilities as outlined by the Employer, to the best of their ability, and in compliance with all applicable policies and procedures. The Employee shall report directly to their designated supervisor or manager and follow all lawful directions.

Work Hours and Leave:

The normal working hours shall be as specified by the Employer. The Employee is entitled to statutory holidays, vacation time, and other leaves in accordance with Canadian federal and provincial employment standards legislation.

Probationary Period:

The Employee shall be subject to a probationary period of three (3) months from the commencement of employment. During this time, either party may terminate employment without cause and without notice or pay in lieu of notice, subject to minimum statutory requirements.

Termination of Employment:

Either party may terminate this Agreement at any time by providing notice or pay in lieu of notice in accordance with applicable Canadian federal and provincial employment standards and common law. Termination for cause by the Employer may be immediate without notice.

Confidentiality and Non-Disclosure:

The Employee agrees to keep confidential all proprietary, secret, and confidential information belonging to the Employer both during and after the term of employment, except as required by law. This obligation survives the termination of this Agreement.

Intellectual Property:

All intellectual property created or developed by the Employee during the term of employment relating to the Employer's business shall be the sole property of the Employer. The Employee agrees to assign all rights, title, and interest in such intellectual property to the Employer.

Compliance with Laws and Policies:

The Employee agrees to comply with all applicable laws, regulations, and Employer policies, including but not limited to workplace safety, human rights, and anti-discrimination laws.

Dispute Resolution:

Any disputes arising out of or related to this Agreement shall first be addressed through good faith discussions between the parties. If unresolved, disputes may be submitted to mediation or arbitration consistent with applicable Canadian laws.

Entire Agreement and Amendments:

This Agreement, together with any attached schedules and documents referenced herein, constitutes the entire agreement between the parties and supersedes all prior agreements or understandings, oral or written. No amendments shall be effective unless made in writing and signed by both parties.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the Province where the Employee primarily works, and the federal laws of Canada applicable therein, without regard to conflicts of law principles.

EMPLOYER SIGNATURE

EMPLOYEE SIGNATURE

Signature: _____

Signature: _____

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