

# EMPLOYMENT OFFER LETTER

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

## Employer Information:

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Candidate Information:

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

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Position and Terms of Employment:

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

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

Work Location: \_\_\_\_\_

Hours of Work: \_\_\_\_\_

## Compensation and Benefits:

Salary: \_\_\_\_\_ CAD

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

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

## Probationary Period and Termination:

The employee will undergo a probationary period of \_\_\_\_\_ months during which employment may be terminated with \_\_\_\_\_ weeks' notice.

After successful completion of probation, employment may be terminated by either party with notice or pay in lieu as required by applicable law.

## Duties and Responsibilities:

The Employee agrees to perform the duties and responsibilities customarily associated with the position described above, and any other duties as reasonably assigned by the Employer. The Employee agrees to comply with all lawful policies, rules, and procedures of the Employer.

## Confidentiality and Intellectual Property:

The Employee agrees to keep confidential all proprietary and confidential information of the Employer both during and after employment. All inventions, designs, improvements, and works created or developed by the Employee in connection with their employment shall be the sole property of the Employer.

## Compliance with Laws and Policies:

The Employee shall comply with all applicable federal, provincial, and municipal laws and regulations, including but not limited to workplace safety, human rights, and employment standards legislation, as well as all Employer policies.

**Non-Competition and Non-Solicitation:**

During employment and for a period of \_\_\_\_ months following termination, the Employee shall not engage in any business or employment that is directly competitive with the Employer, nor solicit the Employer's clients or employees.

**Dispute Resolution:**

Any dispute arising out of or related to this Agreement shall be resolved first by negotiation between the parties. If unresolved, the dispute shall be submitted to mediation prior to pursuing any other remedies permitted under Canadian law.

**Governing Law:**

This Agreement shall be governed by and construed in accordance with the laws of the Province of \_\_\_\_\_, Canada, and the federal laws of Canada applicable therein.

**Entire Agreement and Amendments:**

This Agreement, together with any schedules or attachments, constitutes the entire understanding between the parties and supersedes all prior agreements or understandings, whether written or oral. No amendment shall be effective unless in writing and signed by both parties.

**Acceptance of Offer:**

Please indicate your acceptance of this offer by signing below and returning a signed copy of this letter to the Employer.

**EMPLOYER SIGNATURE**

**EMPLOYEE SIGNATURE**

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

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

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