

# EMPLOYMENT OFFER LETTER

Candidate Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Employer Information:

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

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

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

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

## Offer Details:

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

Employment Type (e.g., Full-time, Part-time): \_\_\_\_\_

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

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

## Compensation and Benefits:

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

Pay Period (e.g., weekly, bi-weekly): \_\_\_\_\_

Benefits and Perks: \_\_\_\_\_

### 1. Position and Duties

The Employee agrees to perform the duties and responsibilities customarily associated with the position of the title set forth above and any other duties reasonably assigned by the Employer. The Employee will report directly to the designated supervisor or manager.

### 2. Employment Relationship

This offer letter and any resulting employment do not constitute a contract of employment for any specific term. Employment with the Employer is at-will and may be terminated by either party at any time, with or without cause and with or without notice.

### 3. Hours of Work

The Employee's regular hours of work will be as mutually agreed and may be subject to change according to Employer's operational requirements and applicable law.

### 4. Compensation

The Employee will be paid the agreed salary/wage in Canadian dollars, less applicable deductions, payable in accordance with the Employer's regular payroll practices and subject to applicable laws and regulations.

### 5. Benefits

The Employee may be eligible to participate in the Employer's benefit plans, subject to the terms, conditions, and eligibility requirements of those plans as amended from time to time.

### 6. Vacation and Holidays

The Employee is entitled to vacation and statutory holidays as per the applicable employment standards legislation and

Employer policies.

**7. Confidentiality**

The Employee agrees to maintain the confidentiality of all proprietary and confidential information of the Employer, both during and after employment, and not to disclose such information except as required in the course of employment or by law.

**8. Conflict of Interest**

The Employee must avoid any activities or interests that conflict or could appear to conflict with the Employee's duties and responsibilities to the Employer.

**9. Termination**

Employment may be terminated at any time by either party in accordance with applicable employment standards legislation. The Employer reserves the right to terminate employment immediately for just cause.

**10. Compliance with Policies**

The Employee agrees to abide by all Employer policies, rules, and regulations, as amended from time to time.

**11. Governing Law**

This offer letter and any resulting employment relationship shall be governed by and construed in accordance with the laws of the province or territory of Canada in which the Employee will perform work.

**12. Acceptance of Offer**

To accept this offer, the Employee must sign and return a copy of this letter. This offer is conditional upon verification of the Employee's eligibility to work in Canada and any other conditions stated herein.

**EMPLOYER SIGNATURE**

**EMPLOYEE SIGNATURE**

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

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

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