

# SIMPLE JOB OFFER LETTER

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

Employer Name: \_\_\_\_\_ Location: \_\_\_\_\_

## Dear Candidate,

We are pleased to offer you employment at Employer Name (the “Employer”) for the position indicated above, subject to the terms and conditions set forth in this letter. This offer is made in compliance with Canadian employment standards and applicable laws.

### 1. Position and Duties

You will be employed as Position with duties and responsibilities as reasonably assigned by the Employer. You agree to devote your full working time, attention, and abilities to the performance of your duties in a lawful and professional manner.

### 2. Start Date

Your employment commencement date will be mutually agreed upon prior to your acceptance of this offer.

### 3. Compensation

Your gross salary will be \$\_\_\_\_\_ CAD per annum, payable in accordance with the Employer’s regular payroll schedule and subject to statutory deductions and withholdings. You may be eligible for bonuses or other compensation at the sole discretion of the Employer.

### 4. Hours of Work

Your regular hours of work will be from \_\_\_\_\_ to \_\_\_\_\_, Monday to Friday, totaling \_\_\_\_\_ hours per week. Overtime, if any, will be compensated in accordance with applicable Canadian laws.

### 5. Benefits

You will be entitled to participate in the Employer’s benefit plans and programs as may be offered from time to time, subject to the terms and conditions of those plans.

### 6. Probationary Period

Your employment is subject to a probationary period of \_\_\_\_\_ months, during which time either party may terminate employment with notice or pay in lieu of notice as required by law.

### 7. Termination of Employment

After the probationary period, either party may terminate employment by providing written notice or pay in lieu of notice as required by applicable Canadian employment standards or common law, whichever is greater. Termination for cause may be immediate without notice or pay.

**8. Confidentiality and Intellectual Property**

You agree to keep confidential all proprietary and confidential information of the Employer and comply with all intellectual property rights during and after your employment.

**9. Entire Agreement**

This letter, together with any referenced documents, constitutes the entire agreement between you and the Employer with respect to your employment and supersedes all prior negotiations or agreements.

**10. Governing Law**

This agreement shall be governed by and construed in accordance with the laws of the Province in which the employment is located and the federal laws of Canada applicable therein.

Please sign below to indicate your acceptance of this job offer. This offer is valid until you provide your signed acceptance or otherwise as indicated.

**EMPLOYER**

**EMPLOYEE**

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

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

Name and Title: \_\_\_\_\_

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

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

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

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