



Alexander Dennis (Canada) Inc.  
130 Pippin Road, Unit B,  
Vaughan, ON  
L4K 4X9

April 30<sup>th</sup>, 2018

**Private and Confidential**

Anne Vu  
Brampton, Ontario

Dear Anne

Following your interview, we are pleased to offer you the position of Mechanical Assembler with Alexander Dennis (Canada) Inc.

This offer is conditional on the successful completion of reference checks as detailed below. Any resulting employment will begin with a three month probationary period.

The Alexander Dennis Terms and Conditions of Employment will be issued to you on commencement of employment but in essence they are as follows:

**1. Remuneration**

You will be paid at a rate of \$21.85 per hour, based on a 40-hour week. Your salary will be paid on a bi-weekly basis directly into a bank account which you will designate.

**2. Hours of Work**

Your regular work week will comprise 40 hours, as follows:

Monday through Friday, 6:00 am to 2:30 pm, with 30 minutes (unpaid) for lunch.  
Two 15 minute breaks per day.

Work start and end times may vary to suit the needs of the business.

**3. Head of Department**

You will report to Andrew Bullock, Production Manager.

**4. Notice Period**

During your probationary period:

- One week's notice by either party

After your probationary period:

- From employer to employee:

One week for your first completed year of employment, thereafter rising by one week for each completed year of service up to a maximum of twelve weeks after twelve years of service.

- From employee to employer:

One month's notice.

**5. Vacation**

You will be entitled to 80 hours of vacation per annum. The vacation year runs from January 1<sup>st</sup> to December 31<sup>st</sup>. In the first year, your vacation entitlement will be calculated on a pro rata basis, with accrual at the rate of 8 hours per month so that it is fully accrued after 10 months. In addition you will be paid for all statutory holidays.

**6. References**

This offer is subject to the receipt of satisfactory references which we will check after we receive your signed acceptance of the offer. We therefore ask you to supply us with

- a. the names, telephone numbers, and addresses of two people whom we can approach for a personal reference;
- b. the names, phone numbers, and addresses of your supervisors at your most recent employers, who can provide work references.

Upon our completion of reference checks, we will advise you whether our Offer of Employment can be considered firm.

**7. Benefits**

You will be eligible for Company-paid benefits in accordance with the attached schedule, commencing on the successful completion of your probationary period.

**8. Start Date**

Please confirm your agreed start date. We would like you to start on Monday 14<sup>th</sup> May

Kindly indicate your acceptance of this offer of employment by signing and returning a copy of this letter to me via email or postal mail.

Yours sincerely,

ALEXANDER DENNIS (CANADA) INC.

Per: Andrew Bullock  
Production Manager

Encl: Benefits Outline

I hereby accept the above offer of employment:

Signed.....

Date.....April 30 2018.....