{Date}

Evic Shane

Director,

Trans Data Solutions

Dear Rechard,

On behalf of company Trans Data Solutions, I am pleased to offer you the Full Time position of data analytics effective from 27.09.2019.

The following outlines the terms of the employment agreement:

* The compensation for this position will be $3000 annually. Your performance and compensation will be reviewed annually.
* Your employment is subject to a three-month probationary period. This period of time allows you and {company name} to determine if the position is suitable for you. If the company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in the Employment Standards Act.
* You will be paid on a direct deposit basis, {frequency of payment}.
* You will be entitled to receive {number of day} (#) paid days of vacation annually. Your vacation will be prorated in the first year to your start date.
* Upon successful completion of three (3) months of continuous employment, you will be invited to participate in our Company benefit package that consists of a fully employer sponsored Health & Dental plan, Life Insurance, Long Term Disability and Accidental Death & Dismemberment.
* During your employment, you will report directly to {Supervisor Name}, {Supervisor Title}. You will be expected to carry out the duties assigned to you in a competent and efficient fashion.

Although it is difficult to contemplate ending our relationship when it is just beginning, it helps both of us to determine our respective obligations ahead of time. Therefore, your employment may cease under any of the following circumstances:

1. You may resign from your employment by giving us not less than two weeks’ notice in writing.
2. We may terminate your employment for *just cause* at any time without notice, pay in lieu of notice, or severance pay, or other liability ; or
3. We may terminate your employment in our sole discretion without cause, by providing you with written notice or pay in lieu of notice that complies with the Employment Standards Act, 2000 (“ESA”). The notice provisions are:
   * Within the three month probationary period: no notice
   * Between three months and less than two years: one week
   * Two years or more and less than four years: two weeks
   * Four years or more and less than six years: four weeks
   * Six years or more and less than eight years: five weeks
   * Eight years or more and less than ten years: six weeks
   * Ten years or more: eight weeks

If your entitlement to notice and severance pay under the ESA exceed those set out above, the provisions under the ESA will govern. Any payments made pursuant to the above provisions are in full satisfaction of any amounts owing to you including statutory entitlements and common law damages

This offer of employment is conditional upon the following:

* Clear Criminal Record check.
* Complete submission of {company name} Application of Employment form
* Signature on Acknowledgement of Understanding – {Company} Policies and Procedures
* Signature on Acknowledgement of Understanding – {Company} Employee Handbook
* Sign off on {Company’s} Confidentiality Statement

Please signify your acceptance of this letter by signing the original of this letter where indicated below, and return it to me. Please bring the original copy on your first day of work.

We look forward to the opportunity to have you join our team and look forward to your response.

Sincerely,

Evic shane

Director

Acceptance

I accept the terms of employment set forth in this letter:

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

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