

Job Offer Letter

On your company letterhead replace all items in blue.

<Date>

<Applicant's name

Address>

Dear <Mr./Ms. Applicant>:

<Your company> is pleased to offer you a position as a <Title>. We would like to make the following job offer and trust it will meet with your approval. <If you have a mission and vision statement you should include it here – We are a company...>.

As a <Title>, you will report to <person, title or department>. The primary responsibilities for this position include: <Include the brief summary from the job description. Note this section should contain enough material to show the employee clear direction while allowing the company flexibility to change duties.>

You will be paid \$<xx.xx> per hour on a <weekly, bi-weekly, monthly> schedule, beginning <start date> and you will receive your first pay <date of first pay>. All payments are subject to statutory deductions, in accordance with legislation (i.e., Income tax, CPP, Employment Insurance).

<Your company> offers a comprehensive employee benefits program, including health, dental, and life insurance. You will be eligible for these benefits <after you complete your three-month probationary period or after you have achieved # hours. Also specify your vacation policy and statutory holidays>.