**Add stock/company or document related Image here,**

*Once you add image, click on it got to “Picture format” and then from “Arrange” tab go to the “sent to back” and click sent to back option. Also make sure the wrap the image “behind text” is also checked. And manually position image.*

Employment Offer Letter

**Updated: 025**

Prepared For:

Completed By:

**Add Your Company Logo/Name here**

**Table of Contents**

[Employment Offer Letter 2](#_Toc188116193)

[How to Use This Template 2](#_Toc188116194)

[Employment Offer Letter 3](#_Toc188116195)

[Position and Reporting 3](#_Toc188116196)

[Compensation and Benefits 3](#_Toc188116197)

[Work Hours 4](#_Toc188116198)

[Probationary Period 4](#_Toc188116199)

[Conditions of Employment 4](#_Toc188116200)

[Termination and Notice 4](#_Toc188116201)

[Acceptance of Offer 4](#_Toc188116202)

[Acknowledgment and Acceptance 5](#_Toc188116203)

# Employment Offer Letter

## How to Use This Template

1. **Customize Company Information:** Replace placeholder text (e.g., [Company Name]) with your company’s details.
2. **Add Your Logo:** Use the logo placeholder to insert your branding for a polished and professional look.
3. **Tailor Job-Specific Details:** Modify terms such as salary, benefits, and reporting structure to reflect the specific offer.
4. **Review Legal Compliance:** Ensure the terms comply with the Employment Standards Act, Ontario, or other applicable legislation.
5. **Save and Share:** Once completed, save this document as a PDF or print it for a formal presentation.

***Disclaimer:*** *This template is provided for informational purposes only and does not constitute legal advice. Employers should consult with legal counsel or an HR professional to ensure compliance with applicable laws and regulations.*

**Employment Offer Letter**

**[Date]**

**[Candidate’s Full Name]**

**[Candidate’s Address]**

**[City, Province, Postal Code]**

Dear [Candidate’s First Name],

We are delighted to extend this formal offer of employment to you for the position of **[Job Title]** at **[Company Name]**. We are confident that your skills and experience will be a valuable addition to our team. Below, we have outlined the terms and conditions of your employment for your review and consideration.

## Position and Reporting

* **Job Title:** [Job Title]
* **Start Date:** [Start Date]
* **Employment Type:** [Full-Time / Part-Time / Temporary / Contract]
* **Reporting To:** [Manager’s Name and Title]
* **Location:** [Work Location or Remote]

## Compensation and Benefits

1. **Base Salary:** You will receive an annual gross salary of **[Amount in CAD]**, paid in accordance with our standard payroll schedule [e.g., biweekly/monthly]. This amount is subject to statutory deductions as required by law.
2. **Bonus Eligibility (if applicable):** You may be eligible for a performance-based bonus, which will be determined in accordance with **[Company Name’s]** bonus policy.
3. **Benefits:** Upon joining, you will be eligible for **[Health Insurance, Dental, Vision, RRSP Matching, or other benefits offered]** as outlined in the company’s benefits plan. [Provide a summary or note that full details will be provided upon onboarding.]
4. **Vacation Entitlement:** You will be entitled to **[X] weeks of paid vacation annually**, accrued in accordance with company policy and the Employment Standards Act, Ontario (or applicable legislation).
5. **Other Perks:** [List any additional perks, such as gym memberships, remote work stipends, wellness programs, etc.]

## Work Hours

Your standard working hours will be **[e.g., 9:00 AM to 5:00 PM, Monday to Friday]**.

Flexibility may be required based on job responsibilities. Overtime will be compensated in compliance with Ontario employment laws.

## Probationary Period

This offer is conditional upon the successful completion of a **[Length of Probationary Period, e.g., 3 months]** probationary period.

During this time, your performance will be assessed, and your employment may be terminated without notice or pay in lieu of notice, as permitted by applicable laws.

## Conditions of Employment

1. **Background Check (if applicable):** This offer is contingent upon the satisfactory completion of a **[criminal, employment, reference, or other applicable checks].**
2. **Proof of Eligibility to Work:** You must provide proof of your eligibility to work in Canada.
3. **Confidentiality Agreement (if applicable):** You will be required to sign a confidentiality agreement as a condition of your employment.
4. **Company Policies:** You agree to comply with all **[Company Name]** policies, including but not limited to our Code of Conduct, Health and Safety Policies, and Anti-Harassment Policies.

## Termination and Notice

Your employment may be terminated by either party in accordance with the notice requirements under the Employment Standards Act, Ontario, or as otherwise agreed in writing. Specific details regarding termination and severance are outlined in the **[Company Name’s]** policies.

## Acceptance of Offer

To accept this offer, please sign and date this letter and return a copy to us by **[Deadline Date]**. If you have any questions or require clarification, feel free to contact **[Hiring Manager’s Name]** at **[Contact Information]**.

We are thrilled about the possibility of you joining our team and contributing to **[Company Name’s]** success. We look forward to working with you and achieving great things together.

Sincerely,

**[Your Full Name]**

**[Your Job Title]**

**[Company Name]**

**[Phone Number]**

**[Email Address]**

## Acknowledgment and Acceptance

I, **[Candidate’s Full Name]**, accept the offer of employment with **[Company Name]** under the terms outlined in this letter.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please delete the last page once you are done.**

****

**A colorful logo on a black background

Description automatically generated**

**Email:** [contact@prosupporthr.ca](mailto:contact@prosupporthr.ca)

**Phone:** 289-628-1484

**Website:** <https://prosupporthr.ca>

**Copyright © 2025 ProSupport HR Partners**

All rights reserved. Unauthorized reproduction or distribution of this template is prohibited.

**Contact Us:**