

**Offer of Employment Letter**

Date

[FULL NAME]

[Address]

Dear [FIRST NAME];

I am pleased to extend to you the offer for the position of [POSITION], based on satisfactory references, with

[Company]. This is a permanent position that will start on [DATE and TIME]. This position will have a probationary period of [three (3) months]. You will be based in our Regina office and will report to [NAME, TITLE].

The remuneration for this position is as follows:

**Salary:** [$ xx,xxx] per annum.

**Benefits:** You will be provided with a comprehensive benefits plan including [medical, dental, prescription medications and life insurance.] These benefits will be effective [IMMEDIA TEL Y OR X MONTHS]] after commencement of employment with [Company].

**Bonus:** After three (3) months employment you will be eligible for our target bonus plan of up to [20%] to be paid out on a monthly basis.

**Other Benefits:** You will be provided with a company vehicle and a gas card.

**Vacation:** You are entitled to an annual vacation of [3 weeks].

**Hours of Work**: 8:00am to 5:00pm Monday to Friday

As [POSITION], you will play a key role in the [briefly list key performance indicators] as well as other duties as that may be assigned.

As [COMPANY] associates are paid through electronic banking, please bring a *void* cheque on your first day of work so that your pay can be deposited directly in to your bank account.

Please indicate your acceptance of this offer by signing this copy and retuning it to my attention before [date]. We encourage you to keep a copy for your own file. [NAME], I would like to take this opportunity to welcome you to [COMPANY] and to wish you success in your new role.

Sincerely,

[Name, Title]

I have read and fully understand the *above.* I affix my signature as acceptance of the *above* stated terms and conditions.

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Name Signature

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Date