

HIRING LETTER

Location: _____

Reference No.: _____

Employer Information:

Company Name: _____

Business Number/Registration No.: _____

Address: _____

Phone/Email: _____

Employee Information:

Full Name: _____

Government ID / SIN No.: _____

Address: _____

Phone/Email: _____

Position Details:

Job Title: _____

Department: _____

Employment Type: _____

Work Location: _____

Compensation and Benefits:

Salary / Wage: _____ CAD

Payment Frequency: _____

Benefits: _____

Work Schedule and Hours:

Working Days: _____

Daily Working Hours: _____

Employment Terms and Conditions:

Clause 1 – Commencement of Employment

Employee's employment will commence on the agreed date, subject to the terms set herein and compliance with applicable Canadian employment laws.

Clause 2 – Duties and Responsibilities

Employee agrees to diligently and faithfully perform duties assigned by Employer, adhering to Employer's policies and applicable legislation.

Clause 3 – Probationary Period

Employment is subject to a probationary period of _____ months, during which either party may terminate employment with appropriate notice.

Clause 4 – Confidentiality and Non-Disclosure

Employee shall keep confidential all proprietary information and trade secrets acquired during employment and shall not disclose such information without prior consent.

Clause 5 – Termination of Employment

Employment may be terminated by either party with the notice required under the Canada Labour Code and applicable provincial laws; Employer reserves the right to pay in lieu of notice where permitted.

Clause 6 – Leave Entitlements

Employee is entitled to statutory leaves including vacation, statutory holidays, sick leave, and other leaves as prescribed by Canadian law.

Clause 7 – Workplace Policies

Employee agrees to comply with Employer's workplace policies, including health and safety, harassment prevention, and code of conduct.

Clause 8 – Intellectual Property

All intellectual property created by Employee during employment related to Employer's business shall belong to Employer.

Clause 9 – Dispute Resolution

Any dispute arising from employment shall be resolved through good faith negotiation or applicable legal means.

Clause 10 – Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Canada and the relevant province or territory.

Clause 11 – Entire Agreement

This Letter, together with Employer's policies, constitutes the entire agreement between Employer and Employee relating to employment.

Clause 12 – Amendments

Any amendments to this Letter must be in writing and signed by both parties.

Clause 13 – Acceptance

By signing below, Employee acknowledges understanding and acceptance of the terms herein.

EMPLOYER SIGNATURE

Signature: _____

Name: _____

Title: _____

EMPLOYEE SIGNATURE

Signature: _____

Name: _____

Date: _____

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