

## EMPLOYMENT OFFER LETTER

Employer:

Employee:

### Position and Duties:

Job Title:

Description of Duties and Responsibilities:

The Employee shall perform such duties as are customarily associated with the position of the Job Title, and such other duties as may be assigned from time to time by the Employer. The Employee agrees to devote all necessary skill, attention, and best efforts to the performance of their duties in a professional manner.

### Compensation and Benefits:

Salary (CAD):

Payment Schedule:

Benefits Provided:

### Employment Terms:

Employment Type (e.g., Full-Time, Part-Time, Contract):

Work Location:

Hours of Work:

### Probationary Period:

The Employee's employment is subject to a probationary period as agreed upon by the parties. During this period, either party may terminate the employment by providing the appropriate notice or pay in lieu of notice as required under Canadian employment standards.

### Termination and Notice:

Termination of employment shall be in accordance with applicable federal and provincial laws. The Employer and Employee agree to comply with statutory requirements regarding notice or pay in lieu of notice. Nothing in this Letter shall limit the rights of either party under the common law.

### Confidentiality:

The Employee agrees not to disclose, use, or permit the use of any confidential information belonging to the Employer except as required in the course of their employment or as authorized by the Employer in writing.

### Intellectual Property:

Any intellectual property created by the Employee during the course of employment relating to the Employer's business shall be the property of the Employer. The Employee agrees to assign all rights to such intellectual property to the Employer.

### Compliance with Policies:

The Employee agrees to comply with all policies, procedures, and guidelines of the Employer as may be in effect from time to time, including those relating to workplace conduct, safety, and ethics.

**Governing Law:**

This agreement shall be governed by and construed in accordance with the laws of Canada and the applicable province in which the Employee is employed, without regard to its conflict of law principles.

**Entire Agreement:**

This Letter, together with any referenced policies or agreements, constitutes the entire agreement between the Employer and Employee with respect to the terms of employment and supersedes all prior agreements or understandings.

**Acceptance:**

Please indicate your acceptance of this offer by signing below and returning a copy of this Letter to the Employer. Your signature acknowledges that you have read, understood, and agree to the terms and conditions outlined herein.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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