

WORK NOTICE LETTER

To: _____

Employee Information:

Full Name: _____

Position: _____

Department: _____

Employee ID: _____

Work Assignment Details:

Work Location: _____

Supervisor Name: _____

Work Schedule: _____

Work Duties and Responsibilities:

The Employee is assigned to perform the duties and responsibilities as described in the attached job description, including but not limited to the tasks and obligations outlined by the Employer. The Employee agrees to perform these duties to the best of their ability and in compliance with all applicable workplace policies and standards.

Compensation and Benefits:

The Employee will receive compensation in accordance with the Employer's payroll policies and applicable Canadian employment standards. Benefits, if applicable, shall be provided as per the Employer's benefit programs and plans. This notice does not constitute a contract of employment.

Terms and Conditions of Employment:

The Employee acknowledges that this notice is subject to the terms and conditions set forth in the Employment Agreement and that employment is governed by Canadian federal and provincial laws, including but not limited to the Canada Labour Code, Employment Standards Act, and Human Rights legislation. The Employee agrees to comply with all workplace policies, health and safety regulations, and confidentiality requirements.

Acknowledgment:

The Employee acknowledges receipt of this Work Notice Letter and understands the contents herein. The Employee agrees to perform assigned duties as described and adhere to the Employer's policies and applicable laws.

Employer Contact Information:

Company Name: _____

Address: _____

Contact Person: _____

Phone/Email: _____

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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