{Candidate Name}

{Address}

Dear {Candidate}:

**Re: {JobTitle}**

On behalf of {Organization Name}, I am pleased to offer you a {JobTitle} position and would like to confirm the following terms and conditions of employment:

|  |  |
| --- | --- |
| **Classification** |  |
| **Location** | {Address} |
| **Start Date** | {If applicable - Start Date} |
| **End Date** | {End Date}. If your services are not required prior to the expiry date stated, you will be given appropriate notice. |
| **Reports to** | {Manager Name and Title} |
| **Hours of Work** | {#} hours per week. Your hours of work will consist of varied schedules, which include day, evening and weekend shifts. |
| **Position Status** | {e.g. temporary, permanent, part-time} |
| **Rate of Pay** |  |
| **Policies and Procedures** | You will be required to comply with all {Organization Name} policies and procedures. |
| **Sign-on Documentation** | {Option to provide link to sign-on documentation and instructions on when to return this information} |
| **Conditions** | This offer is conditional upon satisfactory proof of academic credentials applicable to this position. **Please provide verification of your credentials** **to your supervisor on or before {Start Date}**. Examples of satisfactory proof of academic credentials include a post-secondary certificate, diploma, degree or official transcript (which indicates a completion of the credentials).  This offer of employment is conditional upon a satisfactory security screening. **Please be advised that {Organization Name} must be provided with your security screening results on or before {Start Date}.** If the results of the security screening are unsatisfactory, this conditional offer of employment will be withdrawn.   {Could provide additional detail about where to get a security screening} |

Please return a signed copy of this letter along with your completed sign-on documentation, security screening results and verification of your credentials to your supervisor on or before {Start Date}.

I would like to take this opportunity to welcome you to {Organization Name}!

If you have any questions, please feel free to contact me at {Phone Number} or by email at {Email Address}.

Congratulations on your new position!

Sincerely,

{Add name and title for signature line}

**I hereby accept this offer and all terms and conditions outlined therein.**

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Signature** | **Date** |