Offer of Employment

We are pleased to offer you employment on the terms below. This offer is made by the Employer named here, and becomes an agreement when you sign it.

1. The role

Employer (company name)

Hiring manager

Candidate name

Candidate email

Job title

Reports to

Work location (office, hybrid or remote)

Start date

Employment type (full-time, part-time, contract)

Contract end date (if any)

2. Pay and hours

Base salary or hourly rate

Pay frequency

Regular hours per week

Bonus or commission (or none)

3. Vacation and benefits

Vacation per year

Benefits and when they start (or none)

Probation period (or none)

Other terms (or none)

4. Conditions

This offer depends on (e.g. references, background check, proof of eligibility to work)

You confirm that you are legally entitled to work in the country where this job is located, and that taking this job does not break any agreement you have with anyone else. You agree to keep the Employer's confidential information private during and after your employment.

5. Ending employment

Either you or the Employer may end your employment by giving the notice, or pay instead of notice, that applicable employment standards law requires, plus anything more stated under Other terms above. Nothing in this letter gives you less than the minimum rights that law provides.

6. Acceptance

Please accept by (date)

This letter is the whole offer and replaces any earlier discussions. If it is not signed by the date above, the offer expires. By signing below, the Candidate accepts this offer. Both parties agree that electronic signatures on it are binding.

Employer

Signature	Full name	Date

Candidate

Signature	Full name	Date