BASIC EMPLOYMENT CONTRACT TEMPLATE

**On Company Letterhead**

**Private & Confidential**

**Hand Delivered**

**Date**

**Name and Address of Employee**

Dear (*Name*):

We are pleased to extend our offer of employment for the position of (*name of position*). In this position you will work in our (*location*) and report to (*name of manager and title).*

# Duties and Responsibilities

Your responsibilities are detailed in the attached position outline. *(It is recommended that an outline of duties and responsibilities is given along with working conditions and hours of work).*

# Effective date

The effective date is (*indicate the first day of work -* *date)*.

**Probationary Period**

Your employment is subject to a probationary period of (*number*) months beginning on your start date of (*start date*). *Note: Most employment standards’ legislation mandates a minimum number of weeks or months during which a person can be terminated without notice or pay in lieu of notice as long as the termination is not for a prohibited reason. You may wish to use this time frame as your probationary period, if and where applicable.*

# Remuneration

Your annual salary is $*xxxxx or* Your hourly rate is $xxxx*.* We will calculate and deduct statutory deductions for you at source. You will be paid (*weekly or bi-weekly by direct deposit to the financial institution of your choice or by cheque – outline how compensation is made).*

**Benefits**

In addition to salary/the hourly rate, you receive the following benefits *(list any benefits – group insurance, etc. Provide details if it is employee paid or company paid).*

**Vacation**

Your vacation eligibility is based on (*date of hire calculation or the calendar year – also indicate the amount of vacation to be earned and any other relevant vacation details – vacation is regulated by employment standards legislation so you must be specific*).

**Confidentiality**

While under our employ and after the termination of this agreement, you will not disclose the private and confidential affairs of the (full legal name of firm) and will not use for your own purposes or for those of any other person any information which you acquire about the business and affairs of (*full legal name of firm*) or about its management and methods of operations.

**Termination**

If your employment with *(full legal name of firm)* is terminated, you will receive written notice of termination, pay in lieu of notice, or a combination of the two in accordance with (*name the* *provincial or federal employment standards act or legislation that applies).*

# Law of the Contract

This offer will be interpreted according to the laws of *(name of* *province*).

If you are prepared to accept employment with *(full legal name of firm)*in accordance with the terms and conditions outlined above, please sign one copy of this letter and return it to me. The extra copy is for your own personal files.

(*Name),* we are delighted to have you join *(full legal name of firm)* and look forward to your acceptance of this offer.

Yours truly,

*Name of Hiring Manager*

*Title of Hiring Manager*

I hereby understand and agree to the terms outlined in this letter of contract.

DATED at (*place*) this day of (month) (*year*).

Signed:

*(Name)*