

CCHRSC'S
HR TOOLKIT



TOOL: Sample Offer Letter

POSTED: March 2012

[Insert your organization's name here]

SAMPLE OFFER LETTER

Date

[Name

Address

City, Province

Postal Code]

RE: LETTER OF OFFER OF EMPLOYMENT – [Position title]

Dear [Name],

Following our recent discussions, we are delighted to offer you the position of [Position Title] with [Organization]. [Organization] is [describe key highlights about your organization]. If you join [Organization], you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service.

As a member of the [Organization] team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of [Organization] and that you operate in compliance with [Organization]'s policies.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions of our offer.

Title: [Position Title]

Location: [Location]

HR Council for the Nonprofit Sector agreed to share this document as a resource for the CCHRSC's HR Toolkit. Resources are provided for reference only. Always consult current legislation in your jurisdiction to create policies and procedures that meet the needs of your organization.

Responsibilities	See attached job description
Start date:	[Month Day, Year, Time]
End date(if fixed term):	[Month Day, Year], the agreement may be renewed by mutual consent
Salary:	[\$Amount per year/hour] paid by [method (e.g., direct deposit) frequency]
Probation:	Employment will be subject to a [specify number] week probation period. Employment may be terminated during or at the end of the probation period, with or without cause, and without notice or compensation of any kind, except as legislated by the minimum requirements of [employment standards (or labour standards) of your province]
Group benefits:	[Organization] provides a group benefits plan which will be explained to you when you begin work. You will be eligible for participation in this plan starting [Month Day, Year]
Hours of work:	Describe the hours of work per week this position requires and the work schedule
Reporting relationship:	This position reports to [Title of Manager]
Vacation:	You will be entitled to [number] days of vacation per annum, prorated by any part year of employment.
Termination by Organization:	This arrangement may be terminated by [Organization] upon notice in writing to you with notice that complies with the minimum requirements of [employment standards (or labour standards) for your province]
Termination by you:	You may terminate this arrangement by providing [number] days' notice in writing to your manager
Special conditions:	This offer of employment is subject to a [satisfactory criminal records check etc. if applicable]

To accept this offer of employment, please return a signed copy of this letter to [name of person and address] by [date]. If we have not received your acceptance by this date, the offer will expire.

We look forward to the opportunity to work with you and hope you will accept this offer of employment.

Sincerely,

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[Your name]

[Your title]

[Your organization]

With the signature below, I accept this offer for employment.

Signature

Date

This template is intended as a guide only and is not legal advice. As this is a legal document, your letter of offer template and employment agreement should be reviewed by qualified legal counsel.

Terms and conditions of employment can be included in a letter of offer, as shown here. Or they can be set out in an “Employment Agreement.” See the Sample Employment Agreement for an example.

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