

....., 2023

Dear _____,

Re: Offer of Employment

I am very pleased to offer you the position of _____ with _____ This is a full-time, permanent position with a start date of _____. This position is conditional on the successful completion of an initial probationary period of, during which time your performance will be reviewed.

You will be working at our premises at _____.

Your starting salary will be _____ per year. Your salary will be payable, less required deductions.

As an employee of _____, you will receive one week of paid vacation per year, pro-rated for your first year if applicable. Vacation will be agreed in advance for such time or times as are mutually convenient between the employer and the employee.

Please remember that this offer is contingent upon meeting the following conditions:

- Agreeing to the terms and conditions of an employment contract;
- Passing a drug and alcohol screening test;
- Satisfactory criminal record check;
- Receipt of satisfactory references; and
- Proof of work eligibility.

We look forward to having you join our team and look forward to your response. Should you have any questions please do not hesitate to contact me by phone at _____ or by email at _____.

, _____