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Letter of Employment and Contract Template

This is a template that can be adapted to your organization and used when hiring new staff. The contents of this template follow Quebec’s *Labour Standards Act* and are meant to be a starting point for the creation of a letter of employment and employment contract.

**A few hints on customizing the template:**

* Words highlighted in grey must be replaced by information specific to your company.
* *We have also included some optional tips; they are to be deleted before printing this document.*

***This template is provided to you for information purposes only. RDN cannot be held responsible for its final content nor for any subsequent use and/or interpretation by the member organization or a third party.***

*Please remove this introductory page when using the template.*

DATE

**CONFIDENTIAL**

Dear Name,

Following the approval of the Selection Committee’s recommendation to the Board of Directors of Organization Name, I am pleased to confirm your selection as the new Name of Position/Title of the organization.

As agreed, you begin work at Organization Name’s office location on start date. *Remove underline before finalizing.*

A contract of employment outlining the terms and conditions of this position is attached for you to read and sign. We are very pleased to welcome you into Organization Name, and we have every confidence that your tenure as Name of Position/Title will be a long and productive one!

If you have any questions, please feel free to contact me directly.

Sincerely,

Signature

President/Executive Director Name

Organization Name

**Contract of Employment between Organization Name and New-Hire Name.**

# Mandate – Start Date (if there is a firm end date, add it here Start date – End date).

The Name of Position/Title is expected to exercise the tasks and responsibilities of as outlined in the job description found at the end of this document, as well as the objectives and actions included in the organization’s Strategic Plan and yearly action plan.

# Probationary period and evaluation

Outline the organization’s policy for probationary periods at the outset of employment, for example:

*The first three months of the contract shall constitute the probationary period and is subject to a formal review process. Following the successful completion of the probationary period, a yearly performance assessment will be carried out by the Executive Director or Executive Committee (depending on your position within the organization).*

# Working conditions

## Working hours

Outline the organization’s policy for regular working hours, for example:

*A regular work week consists of 35 hours per week. Given the nature of the work required to perform the tasks and responsibilities as outlined in the attached job description, you will occasionally be required to work evenings and/or weekends for meetings or special events.*

*These hours may be compensated by taking time off during regular office hours (please see the enclosed copy of the organization’s HR Policy for complete details).*

## Place of work

Your principal place of work will be at the Organization Name office in City, located at address.

## Remuneration

Confirm the position’s agreed upon salary, for example:

*Your salary is $52,015.60 per year (calculated at $28.58 per hour, 35 hours per week). Salary increases are based on positive performance evaluations and the availability of funding (complete details are available in the organization’s HR Policy).*

## Fringe benefits

Outline any benefits included in employment with the organization, for example:

*Participation in the organization’s group insurance plan, including life, health and dental coverage will begin following the standard probationary period. The cost of the insurance is shared 50% by the employee, 50% by the organization. Full details are available*

*from the organization’s bookkeeper.*

## Vacation and authorized time off

Outline the organization’s policy for vacation and time off, for example:

*You are entitled to 3 weeks paid vacation during your first year in this position. For complete details concerning vacation, authorized time off and other working conditions, please consult the organization’s HR Policy.*

# Job description

*Copy and paste the job description for the position in question directly into the contract document so that this remains one complete document instead of a letter with annexes that can get misplaced.*

**Acceptance:**

I hereby agree to the terms and conditions outlined in this contract of employment.

New-hire name For the organization

Witness Date