*Letter of Employment 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

New-hire Name

Subject: Letter of Employment Dear Name,

It is with great pleasure that we confirm your successful candidature for the position of position name/title at organization name.

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Your term of employment is a full-time/part-time contract.

You will be paid based on 35 hours per week and your hourly rate will be $XX.XX per hour with a vacation rate of 6% (3 weeks per year). Organization Name will also offer you our Health Benefits plan with Organization Name paying XX% of the cost, this will take effect after three months of service. As an added benefit Organization Name will include a matching 3% employee - employer RRSP plan. *Any other important stipulations of employment—could include travel reimbursements to the head office is the new-hire works remotely, etc.*

Please review the attached Job Description and Organization Name’s HR Policy and sign the last page of this letter upon acceptance.

On behalf of the Board of Directors, congratulations, once again, and we look forward to working together to serve the English-speaking communities in the region.

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

Sincerely,

Signature

President/Executive Director Name

Organization Name

**Acceptance:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New-hire name Date