

**Management Employee Offer Letter Template**

The following offer letter template is to be presented to new management employees. A signed copy of the employee’s acceptance letter is to remain on file within the employee’s files.

**TEMPLATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter current date)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

On behalf of ByPeterandPauls.com, we are pleased to confirm our offer of full time employment to commence as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert start date). We trust that you are in agreement with the following:

Your job title will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert job title) at a starting salary of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your pay will be reviewed following a three month probationary period and increased accordingly to $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ based on a successful performance review. Please be advised that your position will require you to work various shifts including weekends, evenings & holiday shifts. Your salary will be paid to you via direct deposit on a biweekly basis to an approved financial institution of your choice. This position reports directly to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert manager’s name and title). Your working hours will be scheduled two weeks in advance and may also be required on a call-in basis.

Your employment terms will be guaranteed for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter term, if applicable). Notwithstanding, bypeterandpauls.com does not guarantee employment for the full term offered. Employment can be terminated at any time and for any reason, in accordance with The Employment Standards Act and/or the human resource policies of bypeterandpauls.com.

You will be entitled to two weeks holidays in accordance with salaried employee benefits.

You will be entitled to employee health benefits which will be initiated following your three month tenure. The benefits package will be deducted from your pay cheque.

Please indicate your acceptance of this offer of employment by signing below and returning the completed form to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter managers name and title) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter date). If we do not receive a response by this date, we will assume that you do not accept our offer thus we will no longer hold a position for you.

Welcome to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter venue name of employment) bypeterandpauls.com! We are confident you will be able to make a significant contribution to our continued success and look forward to having you on our team.

Sincerely,

I accept the offer as outlined above:

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

Employee Signature Date

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*Revised February 19th, 2017 Diane Kolodziej*