



JOB DESCRIPTION TEMPLATE

PERSONAL AND CONFIDENTIAL

Employee Name and Address

Dear [name here],

We are pleased to offer you the position of (job title), with (company name). Your employment date will be (day, month, year).

The following are the general terms of your appointment:

1. This position is (part-time, temporary, project)
Note: please select only one of options 2, 3 or 4 and delete the other two)
2. **(If temporary)** Duration of the temporary position is (start date to finish date)
3. **(If regular, part-time)** Hours, days of work are.
4. **(If project)** completion of the work is required by (date and time)
5. You will be required to work from the *employer's location at (address) or remotely.*
6. Your rate of pay is \$* per *, minus statutory withholdings. *or this is a voluntary unpaid position.*
7. You will be paid vacation pay in each pay period.
8. Your remuneration is payable in arrears on the 15th and 31st of each month. Payment will be made by direct deposit to your designated bank account.
9. Your employment may be terminated at any time without cause by the Company by giving you notice or severance pursuant to the provisions of the Employment Standards Act, as amended from time to time. No amounts in excess of the provisions of the Employment Standards Act will be payable in the event of the termination of your employment.

10. Any information you acquire regarding the affairs or business of the Company, or its employees, is to be regarded as strictly confidential, whether before or after termination of employment with the Company. This includes, but is not limited to, biographical data, medical information, credit information, personal business and financial transactions, investigatory memoranda, employment and salary records, evaluations, and other types of information which would reasonably be considered to be confidential. Unauthorized release, use or disclosure of confidential information could result in termination.
11. Any inventions, creations or computer software, relating to the business of or for the purpose of any of the Company's business, which you make during the term of this appointment shall be the sole property of the Company. Computer software and documentation used by the Company may not be copied or removed from Company premises. Unauthorized software may not be brought into the Company.
12. Please notify your supervisor immediately if you are unable to attend work. During these absences the Company will pay your salary for a certain period dependent upon your length of service.
13. You will be required to read and abide by the Company's Code of Business Conduct, and provide Human Resources with a signed Disclosure Form (leave in only if applicable).

We are pleased to offer you this opportunity to join our organization and look forward to receiving your acceptance. If you have any questions or concerns, please talk to * or myself.

Sincerely,

Name

Title

Attachment: Job Description (*if applicable*)

I accept the above terms and conditions of employment. *I have read and I understand the provisions of the Company's Code of Business Conduct. Leave in only if applicable.*

Signature..... Date.....

Please sign, date and return the copy of this letter to (Name, email address)