



Developing a Contract for your New Employee

(Adapted from Petroleum Human Resources Council of Canada “Increasing the Talent” with permission.)

It is recommended that the offer of employment to a new employee is formalized with an “offer letter” on company letterhead. An employment offer letter outlines any details related to the expectations and conditions of employment and includes a place where the employee can sign the letter indicating they accept those expectations and conditions. Both employer and employee keep signed copies of the letter.

Typically, the offer letter will include details about:

- job title and purpose;
- start date and time;
- salary and benefits;
- hours of work;
- type of employment contract (permanent, full-time; part-time; term position etc.)
- vacation;
- total compensation package;
- reporting requirements;
- preconditions of employment (passing required certifications; criminal records check; alcohol and drug testing etc.);
- probationary period (initial period of employment during which a new employee must show the ability to perform the required duties); and
- Acceptance signature and date

Sample Letter

Date

Dear (Name of new employee):

Congratulations! We are pleased to offer you employment with (Company Name). The position we are offering is that of (Job Title) at a salary/wage of (salary/hourly rate) per (year/month/week/hour). This position reports to (Title and name of Supervisor). Your working hours will be from ____ to _____. This is a (permanent/seasonal/contract/casual) position. (If this is a contract position state expected length of term).



In addition, we offer the following benefits:

- Vacation - __ weeks per annum
- Employee Benefits:
 - Group Insurance
 - Short/Long Term Disability
 - Dental Care
 - Health care
 - Retirement Benefits
- Training allowance
- Other

We would like you to start work on (state desired date) at (state start time). Please report to (name of person) for documentation and orientation. If this date is not acceptable, please contact me immediately.

As per the job requirements and our discussions, this employment offer is contingent upon satisfactory completion of:

- List any preconditions of employment

The probationary period for the job is (state # of weeks/months). During this probationary period we will review your progress on a regular basis and provide you with feedback. We will confirm continued employment upon successful completion of the probationary period.

Please sign the enclosed copy of this letter and return it to me by (specify date) to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our (Company Name) and look forward to working with you.

Sincerely,
(Name of person authorized to make job offer)
(Position)

I accept the offer as outlined above.

(Employee signature) (Date)