

## Sample Offer Letter (Simple version)

Date

Mr. John Smith  
321 Round Street  
Vancouver, BC V3T 5W1

Dear John:

This letter will act as our offer of employment as \_\_\_\_\_ with our organization, effective \_\_\_\_\_ . Your starting salary will be \$ \_\_\_\_\_ per annum. A performance and salary review will be completed prior to \_\_\_\_\_ as the first three months of employment are a probationary period.

You will be entitled to three weeks annual vacation. Your entitled to vacation is based on 1.25 days for each month of service. If you desire vacation time before the actual days are earned, suitable arrangements can be made.

Your scheduled hours of work are 8:00 a.m. to 5:00 p.m. with one hour for lunch. We also have a policy of providing one flex day per quarter to all staff. The details and applications of this policy will be provided to you at a later date.

You will be offered full participation in our employee benefit program that includes medical and dental coverage, disability and life insurance coverage. This coverage is available to you after three months with the firm, following a medical examination, if applicable. There may be some benefit costs you must pay. In addition, the organization based on a mutually agreed need will pay for professional dues and any courses that are taken by you with the prior approval of the organization. Pre-approved course costs are reimbursed after successfully completing the course.

Organization has the right to change their policies and programs at any time.

We welcome you to our organization John, and look forward to a mutually beneficial relationship. We feel you will provide the expertise our organization requires to continue to be successful. Please sign and return one copy of this letter as confirmation of your acceptance.

Yours truly,

Organization  
Nancy Jones  
President

I have reviewed the above terms and hereby accept the offer in its entirety.

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Smith