

DATE, 2016

«FNAME» «LNAME»  
«ADDRESS»  
«CITY»

## **PERSONAL AND CONFIDENTIAL**

Dear «FNAME»,

YOUR COMPANY NAME (the Company) is pleased to formally outline the employment terms of your position as «TITLE». These terms are effective DATE, 2016.

### **Compensation & Work Schedule**

Your annual salary will be «SALARY» and you will be paid on a bi-monthly basis.

You will earn «VAC» weeks of vacation per year.

Your work schedule will be \_\_\_\_ hours per week, \_\_\_\_\_ (days and hours of the week).

Upon successful completion of your 13-week probationary period, you will be eligible to participate in the Company's medical and dental plan at a \_\_\_\_ premium share between you and the Company. Premium deductions are made once per month.

The Company reserves the right to modify your work schedule and benefits plan at anytime, with advance notice to you.

### **Reporting Structures & Employment Responsibilities**

As the «TITLE», you will report directly to the \_\_\_\_\_. During the time of your employment, you shall devote all of your working time and effort to the business of the Company and carry out your duties assigned to you. A job description has been provided to you and is attached to this letter.

You are obligated to conduct your duties in accordance with the company's practices, procedures and policies. All which are available to you at anytime.

### **Proprietary Information**

In the course of your employment, you will be entrusted with confidential or proprietary information about the company, its business and its clients. You agree upon acceptance of this offer not to disclose any confidential or proprietary information to any third party or any company employee not authorized to know such information. Any breach of this obligation will result in disciplinary action, which may include termination with cause.

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**Miscellaneous**

If the Company terminates your employment for any reason other than for cause, you hereby agree that the maximum amount of notice of termination and/or payment in lieu of such notice shall be limited to the minimum amount of notice required under the Saskatchewan Employment Act, plus \_\_\_\_ additional week(s). You agree that such notice provisions and/or payments are contemplated by the parties as being the maximum amount of notice and/or payment in lieu of notice to which you will be entitled upon the termination of your employment for reasons other than for cause.

«FNAME», if you are agreeable with the above, please sign this letter and return it to me by \_\_\_\_\_, 2016. I look forward to your contributions!

Sincerely,

HIRING MANAGER NAME  
TITLE

I have read and agree to the terms and conditions as outlined in this offer letter.

\_\_\_\_\_  
«FNAME» «LNAME»

\_\_\_\_\_  
Date