

Employment Contract Policy



The offer letter is a good place to include the terms and conditions of employment as it begins the employment relationship.

An offer letter may include details on the start date, vacation and benefits entitlement, hours of work and overtime, whether the position is temporary or permanent (if short term includes the last day of work) and probationary period. A fixed term contract should include the date on which it ends. Often the employee accepts an offer by signing the letter and it is placed in the employee's file.

The offer letter should remain consistent with your policies and procedures, and compliant with applicable employment standards legislation.