**Sample Job Offer  
Please insert company logo or letterhead**

**[Company Name]  
 [Company Address]  
 [City, Province, Postal Code]  
 [Phone]  
 [Website]**

**[Date]**

**[Student Name]  
[Student email address**]

Subject: Co-op Offer of Employment

Dear **[student]**,

**[Company Name]** is pleased to extend this Temporary Offer of Co-op Employment to you for the **[winter, summer, fall]** term working with **[department/job title/ type of work]** in **[city]**. You will report directly to **[Name and title of supervisor]** The terms and conditions of your employment are stated below.

|  |  |
| --- | --- |
| **Base Salary:** | Your salary will be **[$21]** per hour and will be paid semi-monthly, based on **[37.5]** hours per week. |
| **Contract Term:** | Your start date will be **[January 6, 2020]**, and your contract will end on **[April 30, 2020]**. |
| **Statutory Holidays:** | You will qualify for pay for any statutory holidays that may fall during your employment term in accordance with the employment Standards Act. |
| **Annual Vacation:** | Vacation is earned at **[1.25]** days per month worked. |
| **Conflict of Interest  & Confidentiality:** | You agree not to enter into any activities that may result in a conflict of interest with **[Company Name]** and its policies. You will be required to sign a Non-Disclosure Agreement on your first day of employment  All inventions and/or discoveries made by you during your employment at **[Company Name]** will remain the property of **[Company Name]**. |

**[Company Name]** reserves the right to unilaterally change, modify, and/or amend its Policies and should not be construed as an obligation on **[Company Name]** part.

Please indicate your acceptance of this offer of temporary employment by signing and returning it to me at **[company contact email address]** no later than **[date]**.

We are pleased to have you join us and hope you will find your work with **[Company Name]** both interesting and rewarding.

Yours truly,

Signature

I have read and understood this document and I accept the terms and conditions of this Offer of Employment.

|  |  |  |
| --- | --- | --- |
| Student Signature |  | Date |