

Extending the Offer

Congratulations, you've selected a candidate! Below you will find a sample job offer letter to assist you in extending the offer to your chosen candidate. You may want to customize this document as you see fit to best reflect your organizational culture and the role for which you are hiring. You may extend this offer to the student directly, or simply notify our team of your selected candidate and we will notify them of your offer.

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 [\$XX] per hour and will be paid semi-monthly, based on [XX] hours per week.
Contract Term:	Your start date will be [Month day, year], and your contract will end on [Month day, year].
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