

[Insert company letterhead or branding]

[Date]

[Street Address]

[Street Address]

[Street Address]

[Dear, Name of Recipient]

[Introduction --State the company's name and advise them of a job offer. Provide them details about the position, the job title, department, and who they will be reporting to.]:

[Confirm the salary details and whether the salary is hourly or monthly and what it is based on (35, 37.5 or 40 hours a week. Confirm the details of their vacation (see provincial Employment Standards Act). Confirm the start date and duration of contract (4-, 8-, or 12-, or 16- months):

[Let them know by what date they need to respond to the offer (and who they should notify) -- note: students in the co-op program have two business days to accept or decline a job offer]:

Sincerely,

[Your name, title]:

[Enclosures if applicable]:

[Insert Candidate Name]

[Date of acceptance]