

Template Offer Letter & Agreement for Student Staff

[Date]

PERSONAL AND CONFIDENTIAL

[Full Name]

[Address]

[Address]

Dear _____:

We are pleased to offer you the position of _____ in the [Department/School] of _____. This position provides an hourly rate of \$_____ and will commence upon _____, 201__, on a [term/sessional/academic year] basis which will conclude upon _____, 201__.

This letter incorporates the provisions of the *Employment Standards Act* as the terms and conditions of your employment with Humber College/University of Guelph-Humber, including those related to the termination of the employment relationship. In addition, please note that all College employees are expected to contribute to building a respectful, safe, and productive workplace. Please familiarize yourself with Humber's policies, procedures and guidelines available here: <http://www.humber.ca/policies/>

Once you have reviewed and agreed to these terms and conditions of employment, please sign and return this letter to _____.

Yours truly,

[Full Name]

Position

Department/School

cc: Employee File

* * *

I have carefully reviewed and agree to the Terms and Conditions of Employment referenced in this letter and accept the offer of employment set out above.

[Name]

Date