

## 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, particularly, Humber’s Sexual Assault and Sexual Violence Policy and Procedures, Accessibility Policy, Gender Diversity Policy, Human Rights Policy and Procedures – all are 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

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**Humber College Career Services**

NORTH CAMPUS: Academic & Career Success Centre, Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

[www.careers.humber.ca](http://www.careers.humber.ca) | [facebook.com/careercentrehumber](https://facebook.com/careercentrehumber) | [twitter.com/humbercareer](https://twitter.com/humbercareer)