

Sample Letters of Offer

TEMPLATE 1: Short Letter

[Insert your logo here]

[Student hire's first and last name]

[Student number]

Subject: Letter of offer for co-op job placement for [term] [year] term(s)

Dear [Student hire's first name],

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be [position title]. Your employment will begin on [date] and will be completed on [date]. To this end, you will be employed with for the [term(s)] [year(s)] co-op work term(s). You will be expected to work [hours] per week with your schedule being [details]. You will be paid at the rate of \$[wage amount] per hour. Your work will be [in-person/hybrid/virtual].

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than [date]. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to me at [email] or [phone number]. Welcome to the team!

Regards,

[Your first and last name]

[Your job title]

[Company]

EXAMPLE 1: Short Letter



Sample Company

Jane Doe

123456789

Subject: Letter of offer for co-op job placement for Spring 2022 term

Dear Jane,

I am pleased to inform you that we would like to make you an offer of employment. Please consider this letter to be the formal offer.

In line with what was communicated to you during the interview process, your position will be Co-Op Student Intern. Your employment will begin on January 10th, 2022 and will be completed on April 15th 2022. To this end, you will be employed with for the Spring 2022 co-op work term. You will be expected to work 35 per week with your schedule being 8:30AM-4PM from Monday to Friday. You will be paid at the rate of \$20 per hour. Your work will be in-person at our office.

If you wish to accept this offer of employment, please send us confirmation of your acceptance by email or in PDF format no later than November 28, 2021. We are excited to have you join our organization and we look forward to working with you. If you have any questions, don't hesitate to reach out to me at info@samplecompany.ca or 604-123-4567. Welcome to the team!

Regards,

John Doyle

Office Manager

Sample Company

TEMPLATE 2: Long Letter

[Insert your logo here]

[Student hire's first and last name]

[Student number]

Dear [Student hire's first and last name],

Thank you for applying to our company for the position of [position title]. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

Position

You will be employed by [company] in the position of [position title]. Your immediate supervisor will be [supervisor's first name], [supervisor's job title].

Length of Employment

Your employment will begin on [date] and will be completed on [date]. To this end, you will be employed with for the [term(s)] [year(s)] co-op work term(s).

Hours and Schedule

You will be expected to work [hours] per week with your schedule being [details]. Your work will be [in-person/hybrid/virtual]. Your primary location of work will be our company's office at [address]. You may be able to work from home at the permission of your supervisor.

Equipment

Our company will provide you with a computer and its necessary accessories for the duration of your employment.

Vacation and Holidays

Once you have completed a probationary period of 3 months, you will be entitled to [number of hours] hours of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Compensation

You will be paid at the rate of \$[wage amount] per hour for all hours worked. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Termination

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

Welcome TO KPU!



If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative at [email] or [phone number]. Welcome to the team!

Regards,

[Your first and last name]

[Your colleague's first and last name]

[Your job title]

[Your colleague's job title]

Contract Agreement

I, the undersigned Student Hire, confirm that I have read this agreement and that I consent to its terms.

Student Hire Name (printed): _____

Student Hire Signature: _____

Date: _____

Witness Name (printed): _____

Witness Signature: _____

Date: _____

EXAMPLE 2: Long Letter



Jane Doe

123456789

Dear Jane Doe,

Thank you for applying to our company for the position of Co-Op Student Intern. After careful consideration by our team, it is my pleasure to offer you a letter of employment for this position. Please see below for the details of your employment contract.

Position

You will be employed by Sample Company in the position of Co-Op Student Intern. Your immediate supervisor will be Jessie Dole, Floor Supervisor.

Length of Employment

Your employment will begin on January 10th, 2022 and will be completed on April 15th, 2022. To this end, you will be employed with for the Spring 2022 co-op work term.

Hours and Schedule

You will be expected to work 35 per week with your schedule being 8:30AM-4PM from Monday to Friday. Your work will be in-person. Your primary location of work will be our company's office at 1234 Veryreal Street, Surrey, BC. You may be able to work from home at the permission of your supervisor.

Equipment

Our company will provide you with a computer and its necessary accessories for the duration of your employment.

Vacation and Holidays

Once you have completed a probationary period of 3 months, you will be entitled to 70 hours of vacation time, which you can take a time agreed upon with your supervisor. You will also be paid for all statutory holidays that our company observes.

Compensation

You will be paid at the rate of \$20 per hour for all hours worked. In the event that you work over 8 hours a day or 40 hours a week, you will be paid your hourly wage multiplied by 1.5 in overtime pay.

Termination

Our company is entitled to terminate your contract with us at any point during your employment with us with or without cause. In such a case, termination will occur when our company gives you 2 weeks' notice of termination.

If you wish to accept this offer of employment, please sign the Contract Agreement section at the end of this contract letter. We are excited to have you join our organization and we look forward to working with you. If you have any questions, you can reach a company representative at info@samplecompany.ca or 604-123-4567. Welcome to the team!

Regards,

John Doyle
Office Manager

Janet Dollop
Payroll Administrator

Contract Agreement

I, the undersigned Student Hire, confirm that I have read this agreement and that I consent to its terms.

Student Hire Name (printed): _____

Student Hire Signature: _____

Date: _____

Witness Name (printed): _____

Witness Signature: _____

Date: _____