

# 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