

Ontario Standard Offer Letter with 2025 ESA Compliance

[Your Company Letterhead]
[Your Address]
[City, Province, Postal Code]
[Date]

[Candidate's Name]
[Candidate's Address]
[City, Province, Postal Code]

Dear [Candidate's Name],

We are pleased to offer you the position of [Job Title] with [Company Name], commencing on [Start Date]. This offer is contingent upon the terms and conditions outlined below and the successful completion of all pre-employment requirements.

Mandatory Employment Information (Effective July 1, 2025):

As required by the Ontario Employment Standards Act (ESA), please find the following information pertaining to your employment:

Employer Identification:

- Legal Name: [Company Legal Name]
- Operating/Business Name (if applicable): [Operating Name]

Employer Contact Information:

- Address: [Company Address]
- Telephone Number: [Company Phone Number]
- Contact Person: [Contact Name and Position]

Work Location:

- Anticipated Location: [Worksite Address or Description]

Compensation Details:

- Starting Wage Rate: [Hourly/Salary Rate]

Pay Schedule:

- Pay Period: [e.g., Bi-weekly]
- Payday: [e.g., Every other Friday]

Work Hours:

- Anticipated Hours: [e.g., 40 hours per week]
- Schedule: [e.g., Monday to Friday, 9 AM to 5 PM]

Additional Terms and Conditions:

Probationary Period:

- Duration: [e.g., 3 months]
- During this period, your performance and suitability for the role will be assessed.

Benefits:

- You will be eligible to participate in the company's benefits program, details of which will be provided upon commencement.

Termination Clause:

- Either party may terminate this agreement by providing notice in accordance with the ESA. This clause is intended to comply with the minimum standards set out in the ESA and does not limit your rights under the Act.

Confidentiality and Non-Disclosure:

- You will be required to sign a confidentiality agreement to protect the company's proprietary information.

Entire Agreement:

- This offer letter, along with any agreements referenced herein, constitutes the entire agreement between you and the company.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Date].

We look forward to welcoming you to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Signature Line]

Legal Disclaimer:

This offer letter template is provided for informational purposes only and is not intended as legal advice. While it incorporates the mandatory written employment information requirements effective July 1, 2025, under Ontario's Employment Standards Act (ESA), it is essential to consult with qualified legal counsel to ensure that your employment contracts and onboarding processes comply with all applicable laws and regulations. Legal professionals can provide guidance tailored to your specific circumstances and help mitigate potential risks associated with employment agreements.