Employment Offer Letter Template

Ontario edition. The offer is a legal document, not a formality. Get it right before they sign.

How to use this template: Save a copy per hire. Replace every [bracketed field]. Delete all instruction boxes and this how-to line before sending. The candidate must sign BEFORE their first day of work; a contract signed after work begins may be unenforceable for lack of fresh consideration. This letter is NOT ready to sign until section 6 holds a termination clause reviewed by an Ontario employment lawyer. The template deliberately leaves that clause blank.

READ THIS BEFORE YOU SEND YOUR FIRST OFFER

Termination clauses are where Ontario employers lose in court. Since Waksdale v. Swegon (2020), a single offside line can void your entire termination clause, exposing you to months of common-law notice instead of ESA minimums.

Have an employment lawyer review your termination language once. That one review protects every offer you send afterward. Everything else in this letter you can safely adapt yourself.

[Company letterhead]:

Date: [Month Day, Year]

Candidate: [Full name]

Address: [Street, City, Province, Postal code]

Dear [First name],

We are pleased to offer you the position of [Job title] with [Legal company name] (the "Company"). We were impressed by [one specific, true thing from the interview], and we believe you will make a real impact here. The terms of our offer are set out below.

1. Position and Start Date

You will be employed as [Job title], reporting to [Manager name and title]. Your employment will begin on [start date]. Your regular place of work will be [address / hybrid arrangement / remote], and your regular hours will be [XX] hours per week, [schedule].

2. Compensation

Your starting salary will be $[XX,XXX] per year, paid [bi-weekly/semi-monthly] by direct deposit, less applicable deductions. [If applicable: You will be eligible for (bonus/commission structure), governed by (plan name).] Your compensation will be reviewed [annually].

3. Vacation

You will be entitled to [X] weeks of paid vacation per year. [ESA minimum: 2 weeks after each 12-month vacation entitlement year, 3 weeks after 5 years of employment. Offering 3 weeks from day one is one of the cheapest retention tools you have.]

4. Benefits

You will be eligible for the Company's group benefits plan [after X days / from your start date], as summarized in the enclosed booklet. The Company may amend its benefit plans from time to time.

5. Probationary Period

Your first [three] months of employment will be a probationary period. During this period, either party may end the employment relationship in accordance with the Employment Standards Act, 2000. [Note: the ESA requires no notice within the first 3 months, but only if your termination clause is properly drafted. See the note above.]

6. Termination

[INSERT LAWYER-REVIEWED TERMINATION CLAUSE HERE. Do not copy one off the internet. This is the single highest-risk paragraph in the letter. Budget $500 to $1,500 for a one-time review; a failed clause routinely costs 10 to 50 times that.]

7. Policies and Confidentiality

You agree to comply with the Company's policies as amended from time to time, including our workplace violence and harassment policy and health and safety program. You agree to keep confidential all non-public business information of the Company during and after your employment.

8. Conditions of This Offer

This offer is conditional upon: (a) proof of your legal entitlement to work in Canada; (b) [satisfactory reference checks]; (c) [background check, if genuinely required for the role]. This letter, once signed, is the entire agreement between you and the Company and replaces all prior discussions.

Acceptance

Please confirm your acceptance by signing and returning this letter by [date, give at least 3 to 5 business days]. We are excited to welcome you to the team.

Sincerely,

Signature: _____

Name / Title: [Name], [Title]

I accept this offer of employment on the terms set out above. I confirm I received this letter and had the opportunity to seek independent advice before signing.

Candidate signature: _____

Date signed: _____

This template was reviewed against Ontario Employment Standards Act requirements in October 2026. It is general information, not legal advice.