



MANITOBA TRUCKING ASSOCIATION
25 Bunting Street Winnipeg, Manitoba R2X 2P 5

LETTER OF OFFER

[Full Name]

[Address]

[City, Province]

[Postal Code]

[Date]

Dear [First Name],

We are pleased to extend an offer of employment for the position of [Position] with an anticipated start date of [DATE]. This offer is contingent upon [background check, drug screening, etc.].

As the [job title], you will be responsible for [brief mention of job responsibilities and expectations].

You will report directly to [manager/supervisor name and title] at [workplace location]. Working hours are from [hours of day, days of week].

The starting salary for this position is [dollar amount] per [hour, year, etc.]. Payment is on a [weekly, biweekly, monthly, etc.] basis by [direct deposit, cheque, etc.], starting on [date of first pay period]. In addition, you will be eligible to receive [discuss additional compensation potential].

[Company name] offers a comprehensive benefits program, which includes [medical insurance, RRSP, paid time off, etc.].

Please confirm your acceptance of this offer by signing and returning this letter by [offer expiration date].

[Name and Title]

AGREED TO AND ACCEPTED BY:

Signature

Date

Funding Provided by:

The Government of Canada

The Manitoba Government