



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],

On behalf of **COMPANY NAME**, we are pleased to offer you employment as **TITLE**.

As the new **TITLE**, the following terms and conditions will apply

1. You will be based out of our offices located **LOCATION**
2. You will report directly to the **TITLE OF SUPERVISOR**
3. We are pleased to offer you a salary of **WAGE PER (HOUR, YEAR)**
4. Your start date will be **DATE**
5. You will be subject to the regular statutory payroll deductions (i.e. Federal Income Tax, Canada Pension Plan and Employment Insurance).
6. You will be eligible for group insurance coverage if **TERMS AND CONDITIONS OF BENEFITS**
7. **INSERT COMPANY VACATION POLICY. EXAMPLE:** You are entitled to two (2) weeks of paid vacation per year beginning January 1, 2011. Please note that our vacation year runs from January 1st to December 31st. Your vacation time will be pro-rated this year and must be approved in advance by the Executive Director.
8. Confidentiality: All information obtained, or used during your tenure with **COMPANY** will be handled with extremely confidence and not discussed with others without authorization.

(continued)

Funding Provided by:

The Government of Canada

The Manitoba Government



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9. INFORMATION ON PROBATION IF APPLICABLE

10. You shall adhere to all company policies and procedures as may be in force.

I am very pleased to make this offer on behalf of the **COMPANY**. If you are in agreement with the above terms and conditions of employment, please sign in the space provided below and return to myself.

[Name and Title]

I hereby accept all of the above terms and conditions of employment.

[Full Name]

Date

AGREED TO AND ACCEPTED BY:

Signature

Date

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The Manitoba Government