

**[EMPLOYER LETTERHEAD]**

November 16, 2005

[offeree]  
[address]

Dear Sir/Madam:

Please consider this letter our formal offer to employ you in the position of [position] in our [location] office commencing [date] on a [full/part]-time (minimum of \_\_\_\_\_ hours per week) basis. Your initial duties will include [description of duties], and you will report to [supervisor] to start with.

Your base compensation package will include a base salary of \$\_\_\_\_\_ per [week/month/other] subject to the usual statutory deductions. Your base salary will be reviewed after \_\_\_\_\_ months, and thereafter not more often than once per year. Any further increases will be at the discretion of the company.

In addition to this base compensation package, you will be entitled to an annual bonus calculated as follows: [description].

You will also be entitled to participate in such company benefits programs as are established from time to time, and shall be required to participate in such mandatory programs as our insurer requires, provided you understand the company reserves the right to modify its benefits programs (including a change in withdrawal of certain benefits) as its deems necessary or appropriate from time to time.