

**[EMPLOYER LETTERHEAD]**

March 4, 2009

[offeree]  
[address]

Dear Sir/Madam:

We are pleased to offer you a job with Employer upon the attached terms of employment.

We confirm your employment will be subject to a probation period of \_\_\_ months.

In addition to these terms, you will have to comply with the company's lawful employment policies, as established from time to time, throughout your period of employment.

If these terms of employment are acceptable to you, please sign where indicated below and return the duplicate copy of this letter to us by [date], failing which this offer will be deemed to be withdrawn.

We hope you accept this offer, and look forward to your joining our team.

**[EMPLOYER]**

Per: \_\_\_\_\_

I confirm that I have read and accept the offer set out above, including the terms attached, agree to be bound by the terms of this agreement, and agree to perform my duties in good faith, to the best of my abilities, and in the best interests of the company.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**EMPLOYEE**

**THIS IS A 4-PAGE FORM.**