## Template Offer Letter for Students

[**Date**] **PERSONAL AND CONFIDENTIAL**

[**Full Name**]

[**Address**]

[**Address**]

Dear \_\_\_\_\_\_\_\_\_\_\_:

We are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the [Department/Faculty] of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This position provides an [Annual/Hourly] salary of $\_\_\_\_\_\_\_\_\_\_ and will commence upon \_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_, on an [indefinite basis/term basis which will conclude upon \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.]

Please note that this position is ineligible for representation by a union (as defined by the BC *Labour Relations* Code) or similar association.

This letter incorporates the provisions of the *Employment Standards Act* as the terms and conditions of your employment with the University, including those related to the termination of the employment relationship. In addition, please note that all University employees are expected to contribute to building a respectful, safe, and productive workplace. Please familiarize yourself with the University’s policies, procedures and guidelines available here: *http://universitycounsel.ubc.ca/policies/.*

If you are unable to access the above websites or have other special needs, please contact Human Resources at 604-822-8111 for assistance.

Once you have reviewed and agreed to these terms and conditions of employment, please sign and return this letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please allow me to personally welcome you to the University of British Columbia.

Yours truly,

[**Full Name**]

H.R. Advisor

Human Resources

cc: Employee File

**\*\*\***

**I have carefully reviewed and agree to the Terms and Conditions of Employment referenced in this letter and accept the offer of employment set out above.**

[Name] Date