



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Applied Science

Sample Offer Letter:

[Insert company letterhead or branding]

[Date]

[Recipient Name]

[Street Address]

[City, Province, Postal Code]

[Phone Number]

Dear [Name of Recipient]

[Introduction—State the company’s name and advise them of a job offer. Provide them details about the position, the job title, department, and who they will be reporting to.]

[Confirm the salary details and whether the salary is hourly or monthly and what it is based on (35, 37.5 or 40 hours a week. Confirm the details of their vacation (see provincial Employment Standards Act). Confirm the start date and duration of contract (4-, 8-, or 12-, or 16- months)

[Let them know by what date they need to respond to the offer (and who they should notify)—note: students in the co-op program have two business days to accept or decline a job offer]

I have read and understand the terms of appointment set out in this letter and I accept the above offer of employment.

Sincerely,

[Your name, title]

[Enclosures if applicable]

[Insert Candidate Name]

[Date of acceptance]

Faculty of Applied Science

Engineering Co-op Program

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