**

**Department** Okanagan Campus

3333 University Way

Kelowna, BC Canada V1V 1V7

**a place of mind**

**THE UNIVERSITY OF BRITISH COLUMBIA**

## Offer Letter Template

## (Non-Union Student Appointments)

Date **PERSONAL & CONFIDENTIAL**

[Full Name]

[Address]

[Address]

Dear [Full Name]:

We are pleased to offer you the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the [Department/Faculty] of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the Okanagan campus of the University of British Columbia. 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 250-807-9819 for assistance.

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

I would like to take this opportunity to wish you success in your position.

Yours truly,

Supervisor

Position, Department

I, , have read and understand the terms of appointment set out in this letter and I accept the above offer of employment with the University of British Columbia.

Name Date

c: Department

Employee File