

INFORMATION ONLY

(Date)

(Recipient Name)
(Street Address)
(City, Postal Code)

Dear (Recipient Name):

It is our pleasure to confirm our offer of employment to you as a (job title) at Avenue Building Corporation. In this position, you will report directly to (Manager's Name) beginning (date).

Your salary will be \$(amount) per year, direct deposit is issued (frequency), beginning with your first paycheck on (date).

You will be eligible for medical and dental benefits after a probation period of three months of employment. Vacation accrues at a rate of 4%. You will be eligible to take accrued vacation after (number) months of continuous employment.

Our processes and services are executed and delivered in a way that reflects our principals of respect, fairness and equity, openness and transparency, cooperation and collaboration. Please visit our "Accessibility Standards for Ontarians with Disabilities Policy" on our website www.avenuegroup.ca

To confirm your acceptance of this offer of employment, please sign below and return to us by fax at (905-951-3444) or email at reception@avenuegroup.ca

Signature

Date

Sincerely,

Ken Watkins
Purchasing Manager

AVENUE BUILDING CORPORATION