

**grow exponentially**

**CO-OPERATIVE EDUCATION**

July 2, 2019

Mr. Bob Smith  
15 University Avenue

Wolfville, Nova Scotia

B4P 2R6

Dear Bob,

It is with pleasure that the Co-operative Education Office of Acadia University offers you the position of Talent Acquisition Facilitator. Your responsibilities will include those outlined in the job description as well as any other duties assigned by Co-op staff.

Your position will start on Wednesday, September 4, 2019 and end on Friday, December 6, 2019. Your rate of pay is $15 per hour plus 4% vacation pay (in lieu of paid vacation). Your normal hours of work will be from 8:30am – 4:30pm, Monday to Friday, with one unpaid hour for lunch and two paid 15-minute breaks. Occasionally, you may be required to work overtime hours for which you will receive time in lieu. The dress code is business casual.

Your first day will start at 9:00am. Upon arrival, please report to the reception area and ask for Mary Brown. Mary will be your supervisor over the course of the work term. If you have questions before starting your work term, please contact Mary at 902-123-4567 and [mary.brown@email.com](mailto:mary.brown@email.com)

To accept this offer, please sign below, return a copy to the Co-op Office and retain a copy for your records. Find enclosed a confidentiality and non-compete agreement. Please review, sign, and return it with this signed letter.

We look forward to having you join our team in September!

Sincerely,

Michelle Larsen  
Manager, Co-operative Education

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_