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 Montréal, QC H3A 1G5 Canada Montréal, QC H3A 1G5 Canada www.mcgill.ca/management

DATE

«honorific» «firstname» «lastname»

«address»

«postalcode»

Dear «honorific» «lastname»:

On behalf of McGill University, I am pleased to offer you a renewal of your appointment as a [part-time/ full-time] Casual Research Assistant in the Desautels Faculty of Management. The purpose of this letter is to confirm the details of your appointment.

**Duration**

Your appointment will begin on [START DATE] and end on [END DATE], at which time your appointment shall end without further notice. This definite term appointment is not subject to renewal. The University reserves its right to terminate your employment at any time during the course of your appointment. The termination of your employment will be in accordance with the provisions of the collective agreement, which can be found at <http://www.mcgill.ca/hr/labour-relations/collective-agreements>.

**Salary**

Your initial salary will be [SALARY] per hour. In addition, a 4.0% vacation indemnity and a 3.2% statutory holiday indemnity will be added to your hourly rate.

Your working hours, location of work, and duties will remain the same as those of your previous appointment.

We hope that you will accept this offer. To do so, please sign below and return a copy of this letter to [PERSON]. This offer shall remain open until [DATE]. Please do not hesitate to contact the undersigned should you need any additional information or clarification.

Yours sincerely,

[Professor's Name] [Principal Investigator]

[TITLE] FUND No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Yvonne Ng, HR Advisor

Please sign below to indicate your acceptance of the terms and conditions of this offer.

I, [FIRSTNAME] [LASTNAME], accept the terms and conditions of this offer, and I have

signed on the of , 201 .

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.