



St. Francis Xavier University

Human Resources Office • PO Box 5000 • Antigonish • Nova Scotia • Canada B2G 2W5

Student/Casual Worker or Research Assistant Letter of Appointment

Date: _____
Name: _____
Address: _____
Postal Code: _____

Dear _____,

I am pleased to offer you employment as a _____ for the period _____ to _____.
Your responsibilities will include either those outlined in the research grant application(s) or job description as discussed with your Supervisor in addition to related duties as required.

Following are some of the conditions of your employment:

1. Your salary will be \$ _____ per hour
2. You will be required to work _____ hours per week or varying hours per week
3. You will not be eligible to participate in any of the University's standard benefits
4. Standard deductions for Tax, EI and CPP will apply
5. You will be entitled to receive vacation pay of 4% of your regular earnings or the equivalent time off as determined by your Supervisor.

I look forward to working with you here at StFX University.

If you are in agreement with the above terms of employment, please date, sign and return the enclosed copy of this letter to my attention at your earliest convenience.

Sincerely,

Supervisor

Date: _____

Accepted: _____
Employee