

EMPLOYMENT LETTER – PRODUCTION MANAGER

(Mode of forwarding)

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....., (Quebec)
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Object: TERMS OF EMPLOYMENT AS PRODUCTION MANAGER

Dear Sir/Madam,

This letter confirms the terms of your employment with (identification of the employer) (hereinafter the “Corporation”) as production manager. To confirm your acceptance of these terms, please sign one copy of this letter where indicated below and return it to us by

1.00 EMPLOYMENT

1.01 Duties

As production manager, you are responsible, without limitation, for the following tasks:

- (a) set production goals and budgets;
- (b) establish the most efficient methods of producing goods;
- (c) decide when the factory equipment should be replaced;

- (d) order material and supplies;
- (e) direct the activities of production staff;
- (f) evaluate the production process and make changes to improve the quality and speed of production;
- (g) implement safety requirements and make sure that statutory requirements are met;
- (h) control the preparation of production records and reports;
- (i) recruit and train production's staff;
- (j) perform any other tasks entrusted to you by the Board of Directors.

1.02 Reporting

You shall report to the board of directors, whenever called upon to do so, or promptly whenever you become aware of facts or circumstances that the latter needs to know.

1.03 Workplace

When you are not traveling in the performance of your duties for the Corporation, your principal workplace is located at the head office of the latter or at any place of business that the Corporation may establish at any time during your employment period.

1.04 Condition

As a condition of your employment and in consideration for the compensation and benefits to be received by you, it is essential that you sign the attached (*list of documents regarding confidentiality, ethics, etc.*) prior to the commencement of your employment.

2.00 COMPENSATION AND BENEFITS

2.01 Signing Bonus

As an inducement to join the Corporation you shall be paid, as a signing bonus, the amount of DOLLARS (\$).

2.02 Base Salary

2.02.01 Initial