

EMPLOYMENT LETTER – HUMAN RESOURCES OFFICER

(Mode of forwarding)

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....., (Quebec)
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Object: TERMS OF EMPLOYMENT AS HUMAN RESOURCE OFFICER

Dear Sir/Madam,

This letter confirms the terms of your employment with (identification of the employer) (hereinafter the “Corporation”) as human resources officer. 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 human resource officer, you are responsible, without limitation, for the following tasks:

- (a) develop and implement a human resources plan and personnel management policies and procedures for the effective use of the Corporation’s personnel;
- (b) coordinate staff recruitment and selection process;
- (c) monitor staff performance and attendance activities;
- (d) identify training and development opportunities;