[Date]

[Contractor Name]

[Contractor Address]

[City, Province/State]

Re: Contract Offer from [Your Team]

Dear [Contractor First Name],

On behalf of the team at [Your Team], we are pleased to offer you a position with our company as a ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***.

We believe you will be a “Superstar” addition to our team and look forward to you participating in the growth of our team and business. We have structured, attached, a job description and compensation structure as for your review and acceptance.

If you have any questions about this offer, please contact [Your Name] at \_\_\_\_\_\_\_\_\_\_\_. To accept this offer of employment, please sign, date the attached Offer of Contract, and return to our office via email by 3:00pm on [date].

We look forward to having you as part of our *exceptional* team!

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your Name]

Team Leader

Your Team

# Offer of Contract

This Offer of Contract (“Agreement”) is between [Your Name] operating as [Your Team] under the corporate entity [Your Company] (“[Company]”) and [Contractor First and Last Name] (“[Contractor Last Name]”).  The purpose of this Agreement is to outline the contract terms and related compensation between the two parties.  At any time, the terms outlined below may be renegotiated if both parties agree to amend this document.

Terms of the Relationship:

1. [Contractor Last Name] will be employed full time (37.5 hours/week) as an [**Unlicensed Assistant]** with [Company] with the title, “[Job Title]”.  The regular workweek will be Monday-Friday 8:00am-4:00pm.
2. Starting date will be **[Start Date].** The day-to-day duties as the [Job Title] include but are not limited to:
   1. Coordination of Listings and Closings
   2. Listing, Buyer, and Closing administration
   3. Provide administrative support for Team prospecting efforts
   4. Creating and streamlining business processes
   5. Administering client database system
   6. Conveyancing of paperwork with [Your Brokerage] (the “Brokerage”)
   7. Deliveries and errands outside of the office
   8. Answering incoming calls and communication with Buyers, Sellers and Vendors
   9. General office administration including maintaining physical and electronic files
   10. Executive administration support for [Your Name]
   11. Providing an *Exceptional Real Estate Experience* to all [Your Team] clients
3. Compensation for the [Unlicensed Assistant] position to be provided by [Company] to [Contractor Name] as follows:
   1. $XX,000 annual salary paid semi-monthly on the 10th and 25th day of each month (“Payday”).  If the Payday falls on a statutory holiday or weekend, then payment will be processed the business day prior to the Payday.
   2. [Contractor Last Name] to be employed as a full-time contractor and will be entitled to company bonuses. Contractor and salary reviews will take place as follows: 3 months, 6 months, 1 year and every year thereafter.
   3. 2 Weeks (10 days) of paid vacation per year in years 1 and 2 – commencing after the 3-month probationary period.
   4. 4 additional paid personal days per year – commencing after the 3-month probationary period.
   5. Health spending allowance - $500 per year, commencing after the 3-month probationary period.
   6. Paid mileage 55 cents per km, paid monthly

Dated the \_\_\_\_\_\_ Day of \_\_\_\_\_\_\_ in [City, Province/State].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Your Name], [Your Company]

I accept this Offer of Contract provided for herein this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ in [City, Province/State].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Contractor Name]