<# first\_name #> <# last\_name #>
<# employee\_address #>

**Subject: Hiring confirmation**

Dear <# first\_name #> <# last\_name #>,

We are pleased to inform you that your application has been accepted for the role of <# role #>.

Here are some details:

Position: <# role #>
Classification: <# classification #>
Starting date: <# TEXT(starting\_date, «mmmm d, yyyy») #><## Will write the date as text (ex.: January 4, 2024) ##>
Salary: $ CA <# TEXT(annual\_salary, «#,###,###!.00») #><## Will write the salary as text with decimals (ex.: 20,000.00) ##>

**Benefits**

As a <# LOWER(classification) #> employee, you will be eligible for the following benefits:

1. **Training and Development Program:** We encourage ongoing professional development and offer a variety of training opportunities to help you advance in your career.
2. **Health and Dental Insurance:** You will be covered by our health and dental insurance plan, which includes benefits for doctor visits, prescription drugs, dental care, and more.
3. **Retirement Plan:** You will be eligible to participate in our company retirement plan, with employer matching contributions.
4. <# @IF(OR(classification = "Executive", classification = "Professional")) #><## This specific details section will be displayed if the selected job classification is "Executive" or "Professional" ##>**Paid leave:** You will be entitled to <# IF(classification= “manager”, “25”, “23”) #><## Will indicate 25 days for a manager, 23 days for a professional ##> days of paid leave per year, as well as statutory holidays.
5. **Sick leave:** You do not have a bank of sick days. Any leave of more than 3 days requires a doctor’s note.
6. **Flexible schedule:** Whenever possible, we offer flexible work schedules to help you balance your professional and personal responsibilities. Please keep in mind that you must remain available to support your team members when they are at work.
7. **Telework:** You will have the opportunity to work remotely up to 60% of your work week, while respecting the guidelines and policies on this subject.
8. <# @ELSEIF(classification = “Operational”) #><## This section will be displayed if the selected job classification is “Operational” ##>**Vacation days:** You will be entitled to 20 days of paid time off per year, as well as statutory holidays.
9. **Sick Leave:** You will be entitled to 5 days of paid sick leave per year. Any leave of more than 3 days requires a doctor’s note.
10. **Flexible Hours:** Where possible, we offer flexible work schedules to help you balance your professional and personal responsibilities.
11. **Telework:** You will have the opportunity to work remotely up to 60% of your work week, while respecting the guidelines and policies on this subject.
12. <# @ELSEIF(classification = "Technical") #><## This section will be displayed if the selected job classification is “Technical” ##>**Paid leave:** You will be entitled to 20 days of paid leave per year, as well as statutory holidays.
13. **Sick leave:** You will be entitled to 5 days of paid sick leave per year. Any leave of more than 3 days requires a doctor's note.
14. **Flexible schedule:** Whenever possible, we offer flexible work schedules to help you balance your professional and personal responsibilities.
15. **Variable days:** Since you do not have access to telework, you have the possibility of extending your work hours per day in order to have a 3-day weekend every two weeks, e.g. work the equivalent of 10 days in 9.
16. **Telework:** We do not offer the possibility of remote work for your job classification, since your presence is required in the office daily.

<# @ELSE #><# REPORT\_ERROR("Missing classification: " & classification) #>

<## Will report an error indicating "Missing classification", if the selected classification does not have benefits (e.g.: if a classification was added later on, but the benefits were forgotten for this job type) ##> <# @ENDIF #><## End of the section on specificities related to job classifications ##>

We are convinced that you will make a valuable contribution to our team and we look forward to welcoming you to ABC Training Entreprise. Please sign and return a copy of this letter to confirm your acceptance of this offer.

If you have any questions or concerns, please do not hesitate to contact us by email at rh@abc.com.

Sincerely,

Anna Logwatch
HR specialist
ABC Training Entreprise

<## The text below is used to configure the form to be completed when preparing and using the document ##>

<# @LANGUAGE(“en”) #>

<# @TEXT\_QUESTION(first\_name, label: "New employee’s first name", example\_value: "Jules") #><## Creates a text field to be filled in with the employee's first name. First gives the label to display in the form (label), then the default value when preparing the template (example\_value) ##>

<# @TEXT\_QUESTION(last\_name, label: "New employee’s last name", example\_value: "Smith") #><## Creates a text field to be filled in with the employee's first name. First gives the label to display in the form (label), then the default value when preparing the template (example\_value) ##>

<# @BIG\_TEXT\_QUESTION(employee\_address, label : «Employee’s address») #><## Creates a text field to be filled in with the employee's name. Gives the label to be displayed in the form. ##>

<# @TEXT\_QUESTION(role, label: "Job title", example\_value: "Administrative agent") #><## Creates a text field to be completed with the job title. First gives the label to display in the form (label), then the default value when preparing the template (example\_value) ##>

<# @DATE\_QUESTION(starting\_date, label: "Date of first day of employment", example\_value: DATEVALUE("2024-02-01")) #><## Creates a "date" field to be completed with the first day of employment. First gives the label to display in the form (label), a value to display by default when preparing the template (example\_value). Using @DATE\_QUESTION, instead of @TEXT\_QUESTION, allows date-related operations and functions (e.g., add 6 days). ##>

<# @PICK\_ONE\_QUESTION(classification, label: "Job classification", help\_text: "Choose the job classification targeted by the position", initial\_value: "Operational", choices: ["Executive", "Professional", "Operational", "Technical"]) #><## Creates a drop-down list to select the category in the form. First gives the label to display (label), then the help text if needed (help\_text), the default value (initial\_value), then the theme choices (choices) ##>

<# @NUMBER\_QUESTION(annual\_salary, label: "Annual salary in CAD", help\_text: "Write du salary without space, comma or dot", example\_value: 77000, placeholder: 77000) #><## Creates a "number" field to be filled in with the salary. First gives the label to display in the form (label), a value to display by default when preparing the template (example\_value), then the text to display in gray in the area when it is empty (placeholder). Using @NUMBER\_QUESTION, instead of @TEXT\_QUESTION, allows this number to be used during operations and functions related to numbers. ##>

<# @FILENAME(CONCAT(«HirLetter\_»,UPPER(LEFT(SPLIT(last\_name, « »),4)), LOWER(LEFT(SPLIT(first\_name, « »),4)), «\_»,TEXT(starting\_date, "mmmyyyy"))) #><## Will save the document as LettreEmb\_4 FIRST LETTERS OF LAST NAME4first letters of first name MonthYear of date of hire ##>