

# Offer-Letter Clause Checklist

Use this before sending or signing a Canadian offer letter or employment agreement. Bring the actual document to a qualified employment lawyer for province-specific review.

**Do not copy clauses from forums or templates without review. Termination, restrictive covenants, probation, and consideration/timing language can decide whether the agreement works.**

| Done                     | Clause                                    | What to check                                                                                                          |
|--------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Parties, role, and start date</b>      | Legal employer name, employee name, title, reporting line, start date, and work location are correct.                  |
| <input type="checkbox"/> | <b>Pay, bonus, benefits, and vacation</b> | Salary or hourly rate, bonus discretion, equity language, benefits eligibility, vacation, and pay timing are explicit. |
| <input type="checkbox"/> | <b>Hours and workplace expectations</b>   | Hours of work, overtime assumptions, hybrid/remote expectations, travel, equipment, and expenses are written down.     |
| <input type="checkbox"/> | <b>Probation clause</b>                   | Probation language does not promise less than employment-standards minimums.                                           |
| <input type="checkbox"/> | <b>Policies incorporated carefully</b>    | Handbook, confidentiality, remote-work, and conduct policies do not contradict the agreement.                          |
| <input type="checkbox"/> | <b>IP and confidentiality</b>             | Inventions, company materials, confidential information, and return-of-property obligations match the role.            |
| <input type="checkbox"/> | <b>Restrictive covenants</b>              | Non-solicit, non-compete, side-work, and conflict clauses are narrow and province-appropriate.                         |
| <input type="checkbox"/> | <b>Termination clause</b>                 | Reviewed by an employment lawyer and does not contract below statutory minimums.                                       |
| <input type="checkbox"/> | <b>Conditions before start</b>            | Background checks, work authorization, references, credentials, and confidentiality preconditions are clear.           |
| <input type="checkbox"/> | <b>Signed before work starts</b>          | The final agreement is signed before day one, with no post-start surprise clauses.                                     |

## Professional resources

Law Society of BC: [lawsociety.bc.ca/for-the-public/finding-a-lawyer/](https://lawsociety.bc.ca/for-the-public/finding-a-lawyer/) | Access Pro Bono Legal Referral Service: [accessprobono.ca/our-programs/legal-referral-service](https://accessprobono.ca/our-programs/legal-referral-service) | Canadian Bar Association: [cba.org/public/find-a-lawyer/](https://cba.org/public/find-a-lawyer/)

Not legal advice. This checklist helps you spot questions before a lawyer reads the clause.