

OFFER LETTERS & CONTRACTS

WHAT IS AN OFFER LETTER/CONTRACT?

Offer letters and contracts are documents presented by employers that establish an employee and employer relationship. These are legal documents that can contain a wide range of information, but typically include compensation, benefits information, start date, term, job title, and job classification information.

An **offer letter** is typically shorter than a contract, and may only cover the basic details stated above. You can request additional information on top of what is provided, such as a job description.

A **contract** will go into more detail than a job offer because it has to define terms of employment in greater detail. Contracts are more likely to define a term (duration of employment), union status if applicable, and agreements related to your employment such as non-compete clauses.

Because these are both legal agreements between yourself and an employer, it is important that you know precisely what you are agreeing to prior to signing these documents.

TERMINOLOGY

Compensation: Monetary (salary, bonuses) and non-monetary (transportation, healthcare, educational reimbursement)