

☐

I'm not robot


reCAPTCHA

Open



Quality Lifestyle Alliance Incorporated

Contract of Employment – Permanent Part Time

Employee's Full Name:
Employee's Address:

Primary Functions

"Quality Lifestyle Alliance Inc. aims to provide a lifestyle support service managed by people with a disability for people with a disability. The Organisation aims to empower and enable people to the greatest extent possible, through securing flexible and responsible networks appropriate to each individual's life situation."

On behalf of Quality Lifestyle Alliance Inc., we are delighted to offer you employment as a Permanent Part Time Home Care Employee on the terms set out in this letter. In addition, some of your conditions of employment will be regulated by parts of the Social, Community, Home Care and Disability Services Award 2010 as a matter of law but the terms of the Award do not form part of your contract of employment.

We take pleasure in welcoming you to Quality Lifestyle Alliance Inc. and look forward to a mutually beneficial relationship.

1 Position

- 1.1 You will be employed in the position of a **Home Care Employee**. This is a ____ (level) classification under the Award.
- 1.2 Your employment is a **Permanent Part Time** appointment. Your employment relates to **Service Users**:
- ____ (location)
- If in the course of your employment, you are asked to support other **Service Users**, you will be provided with a duty statement that relates to that **Service User**.
- 1.3 The Duty Statements with respect to those **Service Users** are attached as a bundle at **Schedule 3** to this Agreement.
- 1.4 You will be required to perform your duties at the Locations of the **Service Users** and/or as advised to you at places and locations from time to time by Quality Lifestyle Alliance Inc.
- 1.5 As a Permanent Part Time employee in accordance with this Offer of Employment document, due to the nature of the position, it is a condition of your employment in this position that you undergo a criminal history screening check. If you fail to meet the criminal history screening process, your employment will be terminated immediately.

Ms. Catherine Smith

1845 Shorter Street

Myron, Illinois 40702

Dear Catherine,

This letter confirms our discussion today that your employment with Willis Corporation is terminated effective immediately.

You will receive two weeks severance pay since your employment with Willis Corporation has been less than one year. You will receive the severance payment once you have signed and returned the enclosed release of claims document.

Additionally, payment for your accrued PTO will be included in your final paycheck* which you will receive on our regular pay day, Friday. You may pick up this check from the reception desk or we can mail it to your home.

You can expect a separate benefits status letter that will outline the status of your benefits upon termination. The letter will include information about your eligibility for Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of group health coverage.

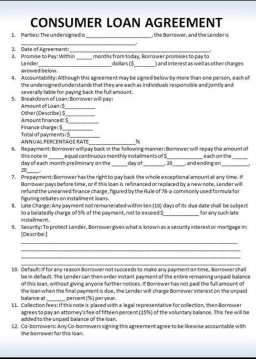
We have received from you your security swipe card, your office key, and the company owned laptop and cell phone at the termination meeting.

You will need to keep the company informed of your contact information so that we are able to provide information you may need in the future such as your W-2 form.

Please let us know if we can assist you during your transition.

Regards,

Name of Human Resources Representative or Company Owner



YOUR LOGO
HERE

[Your Company Slogan]

Four Company Slogan:

[Street Address]	DATE	October 14, 2016
[City, ST ZIP Code]	CUSTOMER ID	[ABC12345]
[Phone] [Fax]		
[e-mail]		

SHIP TO	[Name]	BILL TO	[Name]
	[Company Name]		[Company Name]
	[Street Address]		[Street Address]
	[City, ST ZIP Code]		[City, ST ZIP Code]
	[Phone]		[Phone]

ORDER DATE	ORDER NUMBER	JOB

Please contact Customer Service at [Phone] with any questions or concerns.
THANK YOU FOR YOUR BUSINESS!

1435 Lincoln Ave
Charleston IL 61920
Today's Date

Ms. Mary Lou Nelson
Manager of Human Resources
XYZ Corporation
2901 Glenwood Ave
Chicago IL 60429

Dear Ms. Nelson:

I am writing to confirm my acceptance of your employment offer on April 20 and to tell you how delighted I am to be joining XYZ Corporation in Chicago. The work is exactly what I have prepared to perform and hoped to do. I feel confident that I can make a significant contribution to the corporation, and I am grateful for the opportunity you have given me.

As we discussed, I will report to work at 8:00 am on July 1 and will have completed the medical examination and drug testing by the start date. Additionally, I shall complete all employment and insurance forms for the new employee orientation.

I look forward to working with you and your fine team. I appreciate your confidence in me and am very happy to be joining your staff.

Sincerely,

Sarah B. Rodriguez

[illegible]

[illegible]