

## PERSONAL AND CONFIDENTIAL

### NAME AND ADDRESS

Dear \_\_\_\_\_:

We are pleased to offer you a position with [NAME OF COMPANY] (the "Company") as a [POSITION] in the Company's offices, effective as of \_\_\_\_\_. This letter confirms the terms and conditions of this offer of employment.

If you accept this offer, you will be paid an hourly wage in the amount of \$\_\_\_\_ per hour (less applicable deductions authorized by you or required by law), which will be paid in accordance with the Company's normal payroll practices. The Company may, in its sole judgment and discretion, modify your hourly on periodic review.

In addition, you will be eligible for [*paid vacation and sick leave?/paid time off?*] in accordance with the Company's policies. Moreover, you will be eligible for such other employee benefits that the Company makes available for its full-time employees. While traveling on Company business, reasonable expenses you incur for travel, lodging, and meals will be reimbursed in accordance with the Company's policies and practices.

We are very pleased to extend this offer of employment and look forward to a mutually rewarding relationship together. Please understand, however, that this offer is conditioned on your satisfaction of all of the Company's pre-employment requirements, including but not limited to your presentation of acceptable documents establishing your eligibility to work in the United States. Please bring with you on your first day of employment the enclosed I-9 form along with documents that will establish your identity and employment eligibility.

This offer of employment is also conditioned on a satisfactory reference and background check, and your execution of and agreement to each of the terms and conditions of the Company's Confidentiality Agreement and Arbitration Agreement, copies of which are enclosed with this letter. You will also be subject to the Company's employment policies and procedures set forth in, among other locations, the Company's Employee Handbook, which you will receive on the first day of your employment and which may be subject to periodic review and modification.

You will be employed by the Company on an at-will basis for no specified term. You or the Company may terminate your employment at any time, with or without cause and with or without prior notice. Although your job title, compensation, and benefits may change from time to time, the at-will nature of your employment shall not be changed, and this letter, along with the Confidentiality Agreement and Arbitration Agreement, sets forth the terms of your at-will employment with the Company and may not be modified or amended except by a written agreement, signed by the Company's Chief Executive Officer or President and by you. This offer letter supersedes all prior or contradictory offer letters.

To indicate your acceptance of the Company's offer, please sign and date where indicated on the last page of this letter, sign and date the Confidentiality Agreement and Arbitration Agreement, and return the signed copies of those documents to me on your first date of employment. A duplicate original of this letter and the accompanying agreements are enclosed for your records.

We look forward to welcoming you to the Company.

Sincerely,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Enclosures:

I-9 Form

Arbitration Agreement

Confidentiality Agreement