



Date:

Re: Offer of Employment

Hello

It is our pleasure to extend to you the following offer of employment. We are excited to have this opportunity to work with you. Below are the details of our offer:

- **Company/Division:**
- **Location:**
- **Position Title:**
- **Start Date:**
- **Position Reports to:**
- **Base Rate/Salary Per Pay Period (USD):**
- **Goals (if applicable):** One of our goals as a company is for all new employees to meet 100% of their goals in the first 90 days and each and every member of our team is committed to your success.

**Your goals are:**

- **Commission (if applicable):**
- **Pay Frequency:**
- **Benefits:** On the first day of the month, following 30 days of full-time employment, you will be eligible to participate in our Group Insurance Program. The details are outlined in the attached Benefits Guide. After 12 months of service, in which you work 1,000 hours, you will be eligible to participate in our 401k Plan. Enrollment into the 401k Plan is done quarterly. Please see the attached Summary Plan Description and Fidelity 401k Plan Fast Facts for details. Please note that we reserve the right to modify our benefit programs at our discretion.
- **Holidays:** Full-time employees receive seven (7) paid holidays per calendar year. Please see Holiday Policy for details. Please note that our Company reserves the right to modify its Holiday Policy at its discretion.
- **Personal Time Off/Vacation:**

Please see the Company's Employee Handbook for details. Please note that our Company reserves the right to modify its PTO/Vacation programs at its discretion.



This offer is contingent upon: E-Verify authorization for the I9; positive reference checks; a satisfactory background check; confirmation of a valid driver's license/proof of vehicle insurance; a review of any existing non-compete and non-solicitation agreements; and the execution of our Company's Employment Agreement.

By accepting our offer, you acknowledge that this offer letter, along with any referenced documents, represents the entire agreement between you and our Company, and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon our Company.

Please note that your employment with us is "at-will" and neither this offer letter, or any other oral or written representation, may be considered a contract for any specific period. Both you and our Company retain the option of ending your employment at any time, with or without cause, and with or without notice.

If you agree with the above, please sign below. This offer is valid for two business days from the date of this letter.

Sincerely,

I have read and agree to the terms described in this offer letter.

Signature: \_\_\_\_\_

Date:

