

Dear _____,

We're delighted to extend this offer of employment for the position of _____ with _____ ("Company"). Please review this summary of terms and conditions for your anticipated employment with us. If you accept this offer, your start date will be _____ or another mutually agreed upon date.

Please find below the terms and conditions of your employment, should you accept this offer letter:

Position. Your title will be _____, and you will report to the company's _____ (title), _____ (name).

Compensation. The Company will pay you a starting salary at the rate of _____ per year, payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

Bonus (or Commission) potential. In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer.

Hours and Compensation. This is a _____-time position requiring approximately _____ hours per week.

Employee Benefits. As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy.

The Company offers a comprehensive employee benefits program, including:

- 401(k) Plan
- Profit Sharing
- Health, Dental, and Vision Insurance
- Paid Time Off
-

Other:

Employment Relationship. Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

Probation Period. It is understood and agreed that the first ninety days of employment shall constitute a probationary period during which period the Employer may, in its absolute discretion, terminate the Employee's employment, for any reason without notice or cause.

Proprietary Information and Inventions Agreement. Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Non-compete Non-disclosure agreement.

Privacy. You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

Interpretation, Amendment and Enforcement. This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement.

Sincerely,

Name

Title

Date: _____

Date: _____

Company Representative's Signature

Applicant's Signature

Company Representative's Printed Name

Applicant's Printed Name