

Square One Standard Offer Letter

Second Edition

This is an offer of employment. The terms are those of the Square One Standard Employee Terms, Second Edition (<https://squareoneforms.com/employee/2e>). To accept, sign this page and return it to your hiring contact by {January 15, 2020}.

Employee {Jane Smith}
Employer {SuperCo, Inc.}
Location {123 Commerce Street, Oakland, California 54321}
Offer Date {January 1, 2020}
Start Date {February 1, 2020}
Position {Engineering Manager}
Full Time {Yes}
Description {managing engineers working on new and existing products}
Supervisor {Janet Duncan, Chief Technology Officer}
Pay {\$123,456 per year}
Other Compensation {options to purchase 654,321 shares of the company's common stock under the company stock option plan in effect as of the actual grant date, on the standard four-year vesting schedule in the plan, as well as a bonus in an amount up to \$80,000 per year, payable quarterly in arrears, where 50% of the bonus is guaranteed and 50% is based on the discretion of the CEO}
Hiring Contact {Herbert Rudolf <hr@superco.com>}

Sincerely:

Employer

{SuperCo, Inc.},
{a Delaware corporation}

Agreed:

Employee

Signature:

Name:

Title:

Date:

Address:

Signature:

Name:

Date:

Address: