

## Square One Standard Offer Letter

### Second Edition, Second Update

This is an offer of employment. The terms are those of the Square One Standard Employee Terms, Second Edition, Second Update (<https://squareoneforms.com/employee/2e2u>). 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: