**Square One Offer Letter**

**Version 3.0.0**

This is an offer of employment. The terms are those of the Square One Employee Terms Version 3.0.0 (https://squareoneforms.com/employee/3.0.0). 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>}

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| **Employer** | **Employee** |
| {SuperCo, Inc.}, {a Delaware corporation} |  |
| Signature: | Signature: |
| Name: | Name: |
| Title: |  |
| Date: | Date: |
| Address: | Address: |