

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>}

Employer

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

Employee

Signature:

Signature:

Name:

Name:

Title:

Date:

Date:

Address:

Address: