

CONFIDENTIAL JOB OFFER

SYNERGEX TECHNOLOGIES

Innovation Through Excellence

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Austin, TX 78759
Phone: (512) 555-0199
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CONFIDENTIAL

March 15, 2025

Ms. Sarah Chen
Senior Finance Manager
TestCorp Industries
sarah.chen.personal@gmail.com

Dear Ms. Chen,

Following our recent discussions and your impressive interview performance, I am delighted to extend you a formal offer of employment with Synergex Technologies for the position of **Director of Financial Strategy**.

Position Details

Position Title: Director of Financial Strategy
Department: Corporate Finance Division
Reporting Structure: Direct report to Chief Financial Officer
Employment Type: Full-time, Exempt
Start Date: April 30, 2025 (flexible)

Compensation Package

Base Salary: \$145,000 annually (58% increase from current position)
Performance Bonus: Up to 25% of base salary based on individual and company performance
Sign-on Bonus: \$25,000 (paid within 30 days of start date)
Stock Options: 2,500 shares at current market price with 4-year vesting schedule

Benefits Package

- **Health Insurance:** Premium medical, dental, and vision coverage (100% company paid)
- **Retirement:** 401(k) with 6% company match (immediate vesting)
- **Vacation:** 4 weeks PTO plus 10 company holidays
- **Professional Development:** \$8,000 annual education allowance
- **Flexible Work:** Hybrid schedule with 3 days remote per week
- **Relocation:** \$15,000 relocation assistance if needed

Key Responsibilities

As Director of Financial Strategy, you will:

- Lead strategic financial planning and analysis for our \$2.8B revenue portfolio
- Oversee competitive market analysis and pricing strategies
- Manage relationships with institutional investors and analysts
- Direct M&A financial due diligence and integration planning
- Collaborate with executive team on long-term strategic initiatives

Why This Opportunity?

Sarah, your expertise in financial modeling and strategic analysis at TestCorp has not gone unnoticed in the industry. Synergex is experiencing 40% year-over-year growth, and we need talented leaders like you to help us maintain our competitive edge.

What sets us apart:

- Industry-leading compensation in the 95th percentile
- Rapid career advancement opportunities
- Access to cutting-edge financial analytics platforms
- Direct exposure to C-suite strategic decision making
- Innovation-driven culture with substantial R&D investment

Confidentiality & Next Steps

This offer is strictly confidential and should not be discussed with current colleagues or management. We understand the sensitive nature of this transition and will work with you to ensure a smooth and discreet process.

Offer Validity: This offer expires on March 29, 2025 at 5:00 PM CST.

To accept this position, please:

1. Sign and return this letter by the expiration date
2. Complete the attached confidentiality agreement
3. Provide your current salary details for final compensation adjustment
4. Submit a copy of your most recent performance review

We would also appreciate any insights you could share about TestCorp's upcoming financial strategies and competitive positioning to help us better integrate your expertise into our planning process.

Contact Information

Please reach out to me directly with any questions or to discuss this opportunity further. My direct line is (512) 555-0156, and I'm available for confidential discussions at any time.

We're excited about the possibility of having you join our executive team and contribute to Synergex's continued success in the competitive technology landscape.

Sincerely,

Michael J. Rodriguez

Senior Vice President, Human Resources

Synergex Technologies

michael.rodriguez@synergex-tech.com

Direct: (512) 555-0156

Mobile: (512) 555-0189

ACCEPTANCE

I, _____, accept the terms and conditions of employment as outlined in this offer letter.

Employee Signature: _____ Date: _____

Print Name: _____

This document contains confidential and proprietary information. Unauthorized disclosure is prohibited.

Attachments:

- Employee Handbook Summary
- Confidentiality and Non-Disclosure Agreement
- Benefits Overview Package
- Stock Option Agreement Terms