



Techgene Solutions LLC  
300 E Royal Lane, Suite # 109  
Irving, Texas - 75039  
Phone # (972) 580 0247

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**Date:** [Insert Date]

To,  
[Candidate Name]  
[Address]

**Subject:** Offer of Employment

Dear [Candidate Name],

We are pleased to offer you employment with **[Company Name]** ("the Company") as a **[Job Title]**. Your skills and experience will be a valuable addition to our team. This offer is contingent upon your acceptance of the terms outlined below and completion of all pre-employment requirements.

**1. Position and Reporting**

- **Job Title:** [Job Title]
- **Client:** [Client/Customer Name]
- **Start Date:** [Proposed Start Date]

**2. Compensation**

- **Annual/Monthly/Hourly Salary:** [Amount]
- Payable [semi-monthly] via direct deposit.

**3. Benefits**

You will have access to participate in the Company's benefits programs, including [Health, Vision, Dental insurances, retirement plan, etc.], as applicable and subject to the terms of the relevant plans.

**4. Working Hours**

Your regular working hours will be from [Start Time] to [End Time], [Days of Week].

**5. Employment Type**

This is a [full-time/part-time/contractual] position. Your employment is **at-will**, meaning that either you or the Company may terminate employment at any time, with or without cause or prior notice, unless otherwise agreed in writing.

## 6. Confidentiality and Intellectual Property

You agree to maintain the confidentiality of all Company information. Any intellectual property, inventions, or work created during employment that relates to the Company's business shall be the exclusive property of the Company. These protections are standard for all employees to safeguard the Company's business while respecting your contributions.

## 7. Pre-Employment Conditions

This offer is contingent upon:

- Verification of your employment check.
- Completion of reference checks, background checks, drug tests, if applicable.
- Submission of required documents, such as [I9, W4, ID proof, DD form, etc..].

*We will strive to complete pre-employment checks promptly to ensure a smooth onboarding experience.*

## 8. Employment Agreement

Your employment is also contingent upon your agreement to our **Employment Agreement**, which includes confidentiality obligations and restrictions on certain competitive and solicitation activities. You will receive the Employment Agreement for review prior to your start date and may raise any clarifications before signing.

## 9. Compliance with Policies

You agree to abide by Company policies and procedures, which may be updated from time to time.

## 10. Governing Law and Dispute Resolution

This Offer Letter and your employment shall be governed by the laws of **Texas**. Any disputes arising out of or relating to your employment will be resolved using the **Model Employment Arbitration Procedures of the American Arbitration Association ("AAA")**, which provides a fair and neutral process.

Arbitration will be held in **Dallas County, Texas**, unless the Company elects to resolve a dispute under Texas state law with exclusive venue in Dallas County, Texas.

This ensures a structured resolution process while protecting both your and the Company's interests.

## Acknowledgment and Acceptance

Please sign and return a copy of this Offer Letter to confirm your acceptance.



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We are excited to have you join **Techgene Solutions, LLC** and look forward to a mutually rewarding relationship.

Sincerely,  
[Authorized Signatory]  
[Name & Designation]  
[Company Name]  
[Company Address]

#### **Acknowledgment and Acceptance by Employee**

I, **[Candidate Name]**, hereby accept the terms of this Offer Letter and agree to abide by the policies and regulations of **Techgene Solutions, LLC**, including reviewing and signing the Employment Agreement and any applicable state-specific Addendum.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_