



Hello Crystal,

On behalf of Stefan Maxfield, I am pleased to confirm your offer for a Service Engineer position. With this move to C1, your new salary would be \$121,770.00 and your level would remain the same. Your new bonus opportunity is outlined below.

You will also be eligible for an annual bonus, ranging from zero to a maximum of 20% of your bonus eligible salary during the rewards period based on your performance. Your first eligibility for a bonus will be determined based on your start date and will be reviewed each year per Microsoft eligibility rules.

If you decide to accept this offer, please indicate your acceptance of this offer by electronically signing. You, Stefan Maxfield, and your current manager will need to work together to negotiate a start date.

Offer Contingent on Immigration Status and Check of Background and Professional References.

This offer is contingent on your ability to meet customer security screening requirements as indicated for this role. Customer requirements may include additional personnel screening such as, but not limited to: specialized agency background checks (either national or local) and fingerprinting. All employees hired into roles supporting Microsoft Cloud Offerings will also be required to pass Microsoft background checks prior to the start of employment and periodically thereafter. Further details regarding this process will be provided in follow up correspondence.

Prior to transitioning into your new role, complete a Connect at <https://Connect>. The intent of the Connect is to capture your performance at the time of a manager change during the year. By using the <https://Connect> tool to document your performance at time of transfer, the information is easily accessible to you and your new manager during rewards allocation. If your transition date is close to rewards allocation, use your judgment in deciding whether or not this should be completed. If you have direct reports, you should consider completing a Connect with each of them prior to your transition date.

Congratulations!

Sincerely,

Lindsey BeLieu

Recruiting Internal Associate



I Accept Crystal Tenn 9/5/2018 12:43 PM

(checking the checkbox above is equivalent to a handwritten signature)