

STRICTLY CONFIDENTIAL OFFER OF EMPLOYMENT

Date: November 28, 2025 **Candidate Name:** John Doe

Dear John,

We are pleased to offer you the position of **Senior Software Engineer** at DocuMind Inc. We were impressed by your technical interview and coding assessment.

Compensation Package:

- **Annual Base Salary:** \$120,000
- **Sign-on Bonus:** \$10,000
- **Stock Options:** 500 units vesting over 4 years.

Benefits: You will be eligible for full medical, dental, and vision insurance starting Day 1.

Start Date: December 15, 2025.

Please sign below to accept this offer. Welcome to the team!

HR Department