

Offer Letter

Contract Number: OFFER-44716

Preamble and Recitals

This Offer Letter is made on the Effective Date 11/04/2025, by and between Fontara Inc., a healthcare organization with its principal office at 123 Main Street, Washington, D.C., United States (hereinafter referred to as "Fontara"), and Sally Signer, an individual residing at [Candidate Address] (hereinafter referred to as "Candidate"). Fontara is pleased to offer the Candidate the position of [Job Title], subject to the terms and conditions laid out in this document, which have been tailored to align with applicable legal requirements in the healthcare sector.

1. Definitions

For the purposes of this Offer Letter, the following terms shall have the meanings given to them below: "Confidential Information" refers to any proprietary, non-public information pertaining to Fontara's business operations. "Effective Date" is the date set forth above, marking the commencement of this agreement. "Services" mean the duties and responsibilities associated with the Candidate's role at Fontara. "Term" refers to the duration of employment as outlined herein.

2. Position & Reporting

Fontara offers the Candidate the position of [Job Title] within the [Department Name]. The Candidate will report directly to [Manager Name], and the designated work location will be at Fontara's office premises in Washington, D.C. It is understood that the nature of the Candidate's role within the healthcare sector may necessitate adherence to specific industry regulations and compliance standards.

3. Start Date & Employment Type

The Candidate's employment is set to commence on [Start Date]. This position is categorized as [Full-time/Part-time], [Exempt/Non-Exempt], and is considered an 'at-will' employment arrangement. As such, either party has the right to terminate the employment relationship at any time, with or without cause or notice, subject to any applicable legal requirements or contractual obligations.

4. Compensation

Fontara shall provide the Candidate with a base salary of [Base Salary] per annum, paid in regular intervals in accordance with company payroll practices. Additionally, the Candidate may qualify for performance-based bonus eligibility and, where applicable, equity grant opportunities.

Specific terms and conditions associated with these compensation elements will be provided separately.

5. Benefits & Perks

The Candidate shall be entitled to a comprehensive benefits package, including health insurance, retirement plan contributions, paid time off, and relocation assistance, if applicable. Detailed information regarding each benefit will be provided upon acceptance of this offer, ensuring compliance with local healthcare industry standards.

6. Conditions of Employment

Fontara requires that the Candidate undergo requisite background checks, drug tests, and verify eligibility for employment in accordance with federal and local laws. Any employment offer is contingent upon successful completion of these checks and any legal or regulatory requirements applicable to the healthcare industry.

7. Confidentiality & IP Assignment

The Candidate agrees to uphold confidentiality with respect to all proprietary information received during employment with Fontara, exercising at least the same level of care used to protect their own confidential information, and not less than reasonable care. Additionally, any intellectual property or inventions developed during the course of employment shall be assigned to Fontara, ensuring alignment with industry-specific IP standards.

8. Probationary Period

The Candidate shall be subject to a [Duration] probationary period during which their performance will be assessed. Fontara may extend this period or conclude it earlier based on evaluation outcomes. This initial period serves to ascertain mutual suitability and adherence to organizational and industry-specific standards.

9. Acceptance Instructions

To formally accept this offer, the Candidate must sign and return this document by [Acceptance Deadline]. Please ensure that the offer letter is returned to the hiring manager's office at Fontara, 123 Main Street, Washington, D.C., United States. Delay or failure to respond may result in withdrawal of the offer of employment.

10. Governing Law

This agreement shall be governed in accordance with the laws of the United States, taking into consideration the regulatory landscape prevalent within the healthcare sector. Any disputes arising under this Offer Letter shall be resolved within the jurisdiction of courts located in Washington, D.C.

11. Signatures

This Offer Letter is executed by the duly authorized representatives of Fontara and the Candidate, confirming understanding of and agreement to the terms herein.

Fontara Inc.

Name: Hiring Manager

Date: 11/04/2025

Name: Sally Signer

Date: 11/04/2025