

# HEARST *magazines*

Human Resources

December 4, 2015

Vince D'Onofrio  
1816 Stadium Place #12  
Ann Arbor, MI 48103

Dear Vince,

Welcome to Hearst Magazines, a division of Hearst Communications, Inc.

The following summarizes the key points of your employment:

- Your start date will be December 14, 2015.
- Your title will be Lead QA Analyst, Hearst Digital Media Group.
- Your annual salary will be \$94,000.
- You will be entitled to 5 days vacation after 6 months of employment and another 5 days after 9 months of employment. You are entitled to 3 personal days active immediately. You are entitled to 40 hours of sick leave active after one month of employment.
- You will be eligible to participate in the CHOICE Program for health care on February 1, 2016.
- This Offer of employment and your continued employment with Hearst is contingent upon your relocating your residence to New York City by February 29, 2016.

Although your employment will be at-will and this offer does not create a contract of employment or employment for a specified term, it is our hope that your acceptance of this offer will be just the beginning of a mutually beneficial relationship with Hearst Magazines.

We ask that you sign and return this letter by email. If you have any questions, please call me at 212-649-3684 and I will be happy to assist you.

We are delighted that you will be starting with us.

Cordially,

Alyson Lindquist  
Recruiter, Human Resources



Acknowledged by:



VINCENT D'ONOFRIO

Date:

12/4/2015

cc: Michael Benham

300 West 57th Street  
New York, NY 10019-  
3791  
T 212 649 3660  
F 646 280 1045

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Dear Vince,

In accordance with the Wage Theft Prevention Act (WTPA) under Section 195 of NYS Labor Law requiring employers to furnish employees with a wage statement, you are receiving this notice informing you of your pay rate and pay day.

Employer Name: Hearst Communications, Inc.; Hearst Magazines

Employer Address: 300 West 57<sup>th</sup> St  
New York, NY 10019

Employer Phone No.: (212) 649-2000

Rate of Pay: Your annualized salary is \$94,000.

Overtime Eligibility: You are exempt from overtime pay.

Allowances Claimed: None

Regular Payday: You will be paid every other Friday.

We ask that you sign and return this letter by email. If you have any questions, please call me at 212-649-3684 and I will be happy to assist you

Sincerely,

Employee Acknowledgement

Alyson Lindquist  
Recruiter, Human Resources

*Alyson Lindquist*

VINCENT D'ONOFRIO

Print Employee Name

*[Signature]*

Employee Signature

12/4/2015

Date

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