

Dear [NAME],

We are pleased to offer you a position with [COMPANY].

TERMS OF EMPLOYMENT

1. Position and Duties: Company shall employ you, and you agree to competently and professionally perform such duties as are customarily the responsibility of the position as set forth in the job description attached as EXHIBIT A and as reasonably assigned to you from time to time by your Manager as set forth in EXHIBIT A.

2.Compensation/Benefits/Wage: Company shall pay you the wage as set forth in the job description attached as EXHIBIT A. Benefits.You will also receive Company's standard employee benefits package (i Including health insurance), and will be subject to Company's vacation policy as such package and policy are in effect from time to time. Will Employment. Either party may terminate this Agreement by written notice at any time for any reason or for no reason. This Agreement is intended to be and shall be deemed to be an at will employment agreement and does not constitute a guarantee of continuing employment.

Sincerely,

[COMPANY]
EMPLOYEE

Signature

HIRING MANAGER

Signature

Printed Name

Date

Printed Name

Date