**Square One Standard Offer Letter**

**Second Edition**

This is an offer of employment. The terms are those of the Square One Standard Employee Terms, Second Edition (https://squareoneforms.com/employee/2e). To accept, sign this page and return it to your hiring contact by {January 15, 2020}.

*Employee* {Jane Smith}

*Employer* {SuperCo, Inc.}

*Location* {123 Commerce Street, Oakland, California 54321}

*Offer Date* {January 1, 2020}

*Start Date* {February 1, 2020}

*Position* {Engineering Manager}

*Full Time* {Yes}

*Description* {managing engineers working on new and existing products}

*Supervisor* {Janet Duncan, Chief Technology Officer}

*Pay* {$123,456 per year}

*Other Compensation* {options to purchase 654,321 shares of the company's common stock under the company stock option plan in effect as of the actual grant date, on the standard four-year vesting schedule in the plan, as well as a bonus in an amount up to $80,000 per year, payable quarterly in arrears, where 50% of the bonus is guaranteed and 50% is based on the discretion of the CEO}

*Hiring Contact* {Herbert Rudolf <hr@superco.com>}

|  |  |
| --- | --- |
| Sincerely:  **Employer**  {SuperCo, Inc.}, {a Delaware corporation}  Signature:  Name:  Title:  Date:  Address: | Agreed:  **Employee**  Signature:  Name:  Date:  Address: |