

## Square One Standard Employment Offer Letter

### First Edition, Second Correction

This is an offer of employment. The terms are those of the Square One Standard Employment Terms, First Edition, Second Correction (<https://squareoneforms.com/employment/1e2c>), copy attached. To accept, sign this page and return it to your hiring contact by {January 15, 2020}.

<i>Employee</i>	{Jane Smith}
<i>Employer</i>	{SuperCo, Inc.}
<i>Location</i>	{123 Commerce Street, Oakland, California 54321}
<i>Offer Date</i>	{January 1, 2020}
<i>Start Date</i>	{February 1, 2020}
<i>Position</i>	{Engineering Manager}
<i>Full Time</i>	{Yes}
<i>Description</i>	{managing engineers working on new and existing products}
<i>Supervisor</i>	{Janet Duncan, Chief Technology Officer}
<i>Pay</i>	{\$123,456 per year}
<i>Other Compensation</i>	{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}
<i>Hiring Contact</i>	{Herbert Rudolf <hr@superco.com>}

Sincerely:

**Employer**

{SomeCo, Inc.},  
{a Delaware corporation}

Agreed:

**Employee**

Signature:

Name:

Title:

Date:

Signature:

Name:

Date: