



September 17, 2017

Madeline Holmes  
Hansee Hall, Austin Wing, Box 44308 4000 15th Ave NE  
Seattle, Washington 98195-0044

Dear Madeline,

I am pleased to offer you employment in the 2018 TechStart Intern Program. This offer reflects my personal belief that you are particularly well suited for this position and possess the qualities that are essential for achieving success at Liberty Mutual Insurance.

The terms of the offer are as follows:

**Base Pay** – You will be paid at an hourly rate of \$27.00 per hour. Pay periods are on a bi-weekly pay schedule.

**Time Off** – You may accrue 1.5 Flexible Time Off (FTO days) per month provided your assignment is scheduled to last more than 30 days.

**Relocation Assistance** – Liberty Mutual Insurance will provide you with relocation assistance as discussed during the offer process.

Our offer of employment is contingent upon receipt of a satisfactory background check run by Business Information Group, as well as your ability to verify that you are authorized to work in the U.S. Employment verification must be completed prior to start date at a FieldPrints location. Employment is at-will and the terms of this letter are not contractual but instead, a summary of the initial employment relationship.

Should your GPA, upon receipt of your degree, fall below 3.0, Liberty Mutual Insurance reserves the right to rescind this offer of employment.

If you have any questions or concerns about the terms of this offer, the Company's various benefit plans, or their impact on you or your family, we would be happy to discuss them with you. Please feel free to call me.

This offer of employment is effective until October 30, 2017. I am confident that you will find this position both rewarding and challenging and I look forward to hearing from you.

Regards,

Kayla Wheaton

**Liberty Mutual Insurance**