***September 16, 2024***

***James Stevenson***

Dear ***James***,

I am pleased to confirm our verbal offer of employment to you for a  ***regular full-time*** position with ***Acme Motors***as ***Software Engineer****,* effective ***September 22, 2024.*** As discussed, this offer is conditional upon completion of satisfactory references that could include, but is not necessarily limited to, a review of past employment and education records.

The details of our offer, including the terms and conditions of your employment, are attached as Schedule “A.”

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both ***Acme Motors*** and yourself with respect to your employment conditions, and is governed by the laws of the Province of British Columbia. It details the terms and conditions of your employment with ***Acme Motors***, and will form our agreed upon employment contract with you once signed.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to me upon your earliest convenience, but prior to your first day of employment.

***James***, we look forward to welcoming you to the ***Acme Motors*** team in a full-time position and wish you a successful and rewarding career with us.

Sincerely,

***Scott Stevenson***

***CEO***

I, ***James Stevenson***, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

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Signature Date