

OFFER OF EMPLOYMENT

Date: August 4, 2025

John Smith
1234 Maple Avenue
Anytown, USA 12345

Subject: Offer of Employment for the position of Senior Product Manager

Dear **John Smith**,

We are delighted to extend this offer of employment to you for the position of **Senior Product Manager** at **Innovatech Solutions Inc.** We have been very impressed with your skills and experience throughout the interview process and believe you will be a valuable addition to our team. We are excited about the prospect of you joining us and helping to shape the future of our product line.

This offer is contingent upon your acceptance of the terms and conditions outlined in this letter.

1. Position and Start Date

Your official title will be **Senior Product Manager**. In this role, you will report directly to **[Hiring Manager's Name]**, Director of Product Management. Your start date will be **Monday, September 2, 2025**, unless otherwise agreed upon in writing. Your primary place of work will be our headquarters located at **5678 Tech Drive, Metropolis, USA 54321**.

2. Compensation

- **Base Salary:** Your starting annual salary will be **\$150,000**, paid bi-weekly in accordance with the company's regular payroll schedule, subject to all applicable taxes and withholdings.
- **Performance Bonus:** You will be eligible to participate in our annual performance bonus plan, with a target bonus of **15% of your annual base salary**. This bonus is not guaranteed and is subject to both individual and company performance goals, as determined by company management.
- **Signing Bonus:** You will receive a one-time signing bonus of **\$10,000**, payable within your first payroll cycle. This bonus is subject to a two-year repayment clause if your employment is terminated for any reason other than a Reduction in Force within 24 months of your start date.
- **Equity:** Upon your start date, you will be granted **5,000 shares** of stock options

in Innovatech Solutions Inc. The options will vest over a four-year period, with **25% vesting after one year** of continuous service, and the remainder vesting monthly over the following three years. The options will have an exercise price equal to the fair market value of the company's common stock on the grant date.

3. Benefits

As a full-time employee, you will be eligible for a comprehensive benefits package, which includes:

- **Health and Dental Insurance:** Participation in our group health and dental plans, with options for individual, spouse, and family coverage. The company contributes a significant portion of the premium costs.
- **Paid Time Off (PTO):** You will receive **20 days of PTO** per year, in addition to company-recognized holidays. PTO will be accrued on a pro-rata basis and may be used for vacation, sick leave, or personal time.
- **Retirement Savings:** Eligibility to participate in our 401(k) retirement savings plan, with a company match of **100% of your contributions up to 4% of your salary**.
- **Other Benefits:** Access to life insurance, short-term and long-term disability, and other employee wellness programs.

Details regarding these benefits will be provided to you on your first day of employment.

4. At-Will Employment

Please be advised that this offer of employment does not constitute a contract of employment for any specific period of time. Your employment with Innovatech Solutions Inc. will be on an "at-will" basis, meaning either you or the company may terminate the employment relationship at any time, with or without cause, and with or without notice, subject to applicable law.

5. Contingencies

This offer is contingent upon the satisfactory completion of a background check and reference checks. By signing this letter, you authorize Innovatech Solutions Inc. to conduct these checks.

6. Confidentiality and Non-Compete

As a condition of your employment, you will be required to sign our standard **Confidentiality and Proprietary Information Agreement**, as well as a **Non-Compete and Non-Solicitation Agreement**. These agreements are intended to

protect the company's confidential information and business interests.

7. Offer Expiration

This offer of employment will expire on **August 11, 2025**, at 5:00 PM EST. To accept this offer, please sign and return this letter by that time. If we do not receive a signed copy by this date, this offer will be considered null and void.

We are confident that you will find Innovatech Solutions Inc. to be a challenging and rewarding place to work. We look forward to having you on our team.

Sincerely,

Daniel Edwards
Director of Human Resources
Innovatech Solutions Inc.

Candidate Acceptance

I have read and understood the terms of this offer of employment and accept the position of Senior Product Manager at Innovatech Solutions Inc. under the conditions set forth herein.

Signature: _____

Printed Name: _____

Date: _____