

Private and Confidential

9 March 2018

Raluca Daniela Gaina
330 Rhodeswell Road
London
United Kingdom
E14 7UF

Dear Raluca,

YOUR EMPLOYMENT WITH MICROSOFT RESEARCH LIMITED

I am very pleased to confirm our offer of the following position to you:-

Position: Research Intern

Discipline: Machine Intelligence & Perception

STATEMENT OF PARTICULARS

Employing Company: Microsoft Research Limited ("**Microsoft**")

Start Date: 16th April 2018

End Date: 6th July 2018

You will Report to: Sam Devlin

Place of Work: Your designated office will be 21 Station Road, Cambridge, CB1 2FB.

Basic Salary: Your basic salary is £47,200 per annum, pro rata.

Hours of Work: Your hours of work are 37.5 per week. Usual office hours are 9am to 5.30pm Monday to Friday.

TERMS AND CONDITIONS

This offer and your employment by Microsoft are conditional upon you providing evidence that you are eligible to work in the United Kingdom on or before the Commencement Date and upon Microsoft receiving **references and pre-employment checks*** for you which are satisfactory to Microsoft. Prior to the Commencement Date, no rights or obligations shall arise between Microsoft and you.

****References and pre-employment checks will be carried out by CV Insight. By signing this contract you agree for Microsoft Ltd to pass on your name, telephone number and email address to CV Insight who will contact you to complete the required checks.***

This offer expires at 5.30pm ten working days after the date of this letter, after which the offer shall lapse. Any extension to this will require the formal written agreement of Microsoft.

This offer letter (also referred to as a “Statement”) sets out the principal terms and conditions applying to your employment with Microsoft, including the particulars required to be given to you in writing under the Employment Rights Act 1996, which are correct as at the date of this letter and which will apply from the Start Date (unless you are notified otherwise). These terms contained in this Statement and the relevant contractual terms contained in the Employee Handbook (a copy of which may be obtained by contacting askukhr@microsoft.com) constitute your contract of employment. You are required to familiarize yourself with the Employee Handbook and ensure that you keep up to date with its contents as you are required to follow the policies and procedures set out in it.

In the event that there is any conflict between the terms contained in this Statement and the relevant contractual terms contained in the Employee Handbook, then the terms contained in this Statement will prevail, except where this Statement confirms otherwise. By signing the duplicate copy of this Statement, you confirm your agreement to the terms set out in it.

1. You confirm that you have not retained any property, including any confidential information or trade secrets, belonging to any person, business entity or other organization by whom you were employed or engaged before joining Microsoft and that you will not disclose any confidential information belonging to any such third party to Microsoft or use the intellectual property of any such third party (unless licensed to do so) in the performance of your duties for Microsoft.
2. You are free to enter into a contract of employment with Microsoft and are not bound by, or subject to any court order, arrangement, obligation, restriction or undertaking (contractual or otherwise) which prohibits you from entering into a contract of employment with Microsoft or performing your duties of employment.

If you have any doubt as to whether you may be in breach of any of the terms of this paragraph, you should refer the matter to askukhr@microsoft.com.

The following part of this Statement is set out in five sections:

- A *Compensation;*
- B *Benefits;*
- C *General Working Conditions;*
- D *Term and Termination; and*
- E *Legal Provisions*

A. COMPENSATION

1. Salary

- 1.1 Your basic salary will be paid in monthly installments approximately three weeks in arrears and one week in advance, less tax and National Insurance contributions, on or about the 25th day of each month. Please be advised that if your Start Date falls after the second Monday of the month of joining, your first salary payment will not be made until the following month due to payroll cut off, and any salary owing to you from the previous month will be backdated in your first salary payment.
- 1.2 Microsoft is entitled to deduct from your salary or any other payment due to you from Microsoft, any sums which are deductible by law and/ or which are properly due from you to Microsoft and/ or any Microsoft Group Company. Such sums include, but are not limited to, repayment of any loans or advances (including advances on expenses), repayment of any overpaid holiday pay, salary or benefits, any personal or other debt outstanding on any credit cards (personal or otherwise) where Microsoft will or may be charged for any outstanding debt not discharged by you (including any Corporate American Express card which may be issued to you), the cost of repairing or replacing the property of any Microsoft Group Company which has been lost or damaged by you or as a result of your negligence (and the cost of recovering the same) and any monies due to Microsoft, and if applicable, any Relocation Costs which are repayable to Microsoft by you.

2. Expenses

- 2.1 Microsoft will reimburse the cost of a return economy flight to and from Cambridge, as well as any trains or buses you have taken to get from the UK airport to Cambridge. Please note that we do not reimburse airline security fast-track, priority check-in and taxi fares. You are also entitled to claim up to max £200.00 in shipping costs for relocating your belongings to and from Cambridge, and up to £100.00 (£80.00 for bike hire, and £20.00 for a safety helmet) to rent a bicycle for the duration of your visit whilst in Cambridge.
- 2.2 Expenses will be reimbursed in accordance with Microsoft's expenses policy as set out on the intranet site. Failure to comply with Microsoft's expenses policy may result in disciplinary action being taken against you.

3. Accommodation

- 3.1 You need to find your own accommodation, but MSR will provide you with helpful web links and contact details. Ideally you will have made these arrangements prior to arriving in Cambridge.
- 3.2 MSR will make a contribution towards your rentals of £1,000 per calendar month. This subsidy is subject to income tax and NIC and will therefore be grossed up for PAYE and NIC. For further details please refer to your HR representative.

B. BENEFITS

At Microsoft's absolute discretion and subject to the rules of each benefit scheme (as may be in force from time to time), you will be entitled to participate in the benefit schemes set out below. Microsoft reserves the right to vary or withdraw any of the benefits at its absolute discretion with or without replacement or compensation, and you will be advised of any such variation or withdrawal.

You will not be entitled to receive any payment or benefits from Microsoft under any of the benefit schemes detailed below if Microsoft has not received the payment or benefit from the relevant insurer.

As your position is as an intern, you accept that your basic salary has been set at a higher level than comparable permanent employees to take into account that you are not entitled to any benefits other than those benefits specified in this offer letter, and that other benefits set out in the Employee Handbook do not apply to your employment.

1. Microsoft Group Stakeholder Pension Plan

1.1 Terms and conditions relating to the Microsoft Group Personal Pension Plan ("the Plan") can be obtained from the Microsoft flexi team or by emailing askukhr@microsoft.com. There is currently no contracting out certificate in force. Your ability to join the Plan shall be subject to the terms of the Plan.

1.2 Your details will be forwarded to those administering and managing the Plan and membership of the Plan following the Start Date to enable them to enroll you into the Plan. If for any reason you will not be permitted or eligible to join the Plan, then you will be notified accordingly. In the event that you do not wish to join the Plan, you must notify askukhr@microsoft.com within 30 days of the Start Date. Within that timeframe, you will be given an opportunity to contact the Fidelity helpline (the Plan provider's helpline) in order to obtain further details about the Plan. If for any reason you object to your details being passed to those responsible for administering and managing the Plan and its membership as detailed in this clause 1.1, then you must notify askukhr@microsoft.com on or before the Start Date.

C. GENERAL WORKING CONDITIONS

1. Continuous Employment

Your period of continuous employment for statutory purposes shall commence on the Commencement Date and no previous employment will count as part of your continuous period of employment.

2. Place of Work

Your principal place of employment will be stated in the Statement of Particulars. However, Microsoft may require you to carry out your duties on a temporary or permanent basis from other locations within or outside the United Kingdom where Microsoft deems it necessary to enable it to meet the demands of the business or to enable you to carry out your duties properly. Microsoft reserves the right to change your principal place of work permanently to any other location within a radius of 50 miles of the premises set out above by giving reasonable prior notice to you. You will be required to travel to and work on a temporary basis from any location within the UK or abroad if reasonably necessary for the performance of your duties. There is no current requirement for you to work outside the UK for any consecutive period of one month or more.

3. Hours of Work

3.1 Your working hours are specified in the statement of Particulars. Significant variation of your working hours from these normal hours of business must be approved by your manager and confirmed in writing by Human Resources. You may be required to work additional hours as Microsoft considers necessary (whether or not at the specific request of Microsoft) for the proper performance of your duties and/or in order to meet the requirements of the business without further remuneration or time off in lieu (save as may otherwise be notified by your manager). You will be notified in writing of any permanent change to your normal working hours.

3.2 By signing this Statement, you acknowledge that you may be required to work in excess of an average of 48 hours in any one period of seven calendar days (as averaged over a seventeen-week period) ("maximum working week") and agree to do so if requested by Microsoft, or if necessary to perform your duties or as the needs of the business dictate. You may withdraw your consent to working in excess of the maximum working week by giving no less than three months' prior notice in writing to Microsoft of such withdrawal.

3.3 You agree to co-operate fully in assisting Microsoft to maintain accurate records of your working hours for the purposes of the Working Time Regulations 1998 if requested to do so.

4. Role, Employment Outside Microsoft

4.1 You will carry out the duties required for your role and any additional duties that in Microsoft's opinion are appropriate for your skills, position and experience and that may be assigned to you from time to time.

4.2 By signing this Statement, you confirm that you will not be undertaking any other work for any other employer at the start date of, or during this Internship. You agree to obtain the consent of Microsoft before either undertaking work for any other employer or undertaking any activity or becoming involved in any way with a business or activity that may impact your ability to devote your full time and attention during normal working hours to the performance of your duties. You agree to comply with any policies and procedures which Microsoft may have or introduce with regard to work and activities outside Microsoft.

5. Holiday

- 5.1 Microsoft's holiday year runs from 1 January to 31 December.
- 5.2 In addition to the public and statutory holidays normally applicable in England and Wales, you are entitled to a core holiday of 6 working days' paid holiday deemed to accrue at the rate of 2.08 days per calendar month.
- 5.3 You will not be entitled to any payment in lieu of holidays except where your employment terminates, whereupon payment will be calculated on the basis of 1/260th of your basic salary (that is excluding benefits, bonus, payments under any incentive plans and commission) per day of accrued but untaken holiday.
- 5.4 If, on termination of your employment, you have taken in excess of your pro rata holiday entitlement, Microsoft shall be entitled to reimbursement and such sums shall be calculated on the basis of 1/260th of your basic salary (that is excluding benefits, bonus, payments under any incentive plans and commission) per additional day taken over and above your pro rata holiday entitlement, and may, at Microsoft's discretion, be deducted from your final salary payment or other remuneration.
- 5.5 Holidays must be approved in advance and you will need to make your request using the MS Vacation Tracking Tool.
- 5.6 Further details of the policy relating to holiday are set out in the Employee Handbook.

6. Sickness

If you are absent from your employment as a result of sickness or injury you may be eligible to receive Company Sick Pay, which is paid at the Company's discretion.

Details of the notification procedure for absence due to sickness and details of Sick Pay entitlement are available in the Sickness Absence Policy. Save where stated otherwise, this Policy does not form part of your terms and conditions of employment.

7. Grievance Procedure

Full details of Microsoft's non-contractual grievance procedure (and the process for appealing against any decision that might be made) are set out in the Employee Handbook. Any grievance may be raised in writing to your manager or HR contact in accordance with the procedure specified in the Employee Handbook.

8. Standards of Business Conduct and Performance and Monitoring

Microsoft's Company guidelines and performance standards are set out in the Employee Handbook. Microsoft's Standards of Business Conduct are set out on the intranet site. Additional rules and standards with which you are expected to comply may be set out in Microsoft policy or procedure documents issued from time to time and set out in the Employee Handbook or otherwise made known to you by your manager.

9. Disciplinary Procedure, Performance Management and Dismissal Procedure

Microsoft's non- contractual Disciplinary Procedure, Performance Management Processes and Dismissal Procedure and the procedures to follow in the event that you wish to appeal against any decision made, are set out in the Employee Handbook. In summary, in the event that you are dissatisfied with any disciplinary decision or any decision to dismiss, you may appeal in writing to your HR contact within the time limit specified and in accordance with the relevant procedure.

D. TERM, TERMINATION AND CONSEQUENCES OF TERMINATION

1. Termination of Employment and Notice Period

- 1.1 If you have four complete years' continuous service or less with Microsoft, you will be entitled to receive four weeks' notice in writing from Microsoft of the termination of your employment.
- 1.2 You will be required to give four weeks' notice in writing if you wish to terminate your employment.
- 1.3 Nothing in this Statement shall prevent Microsoft from terminating your employment without notice or salary in lieu of notice in the event that Microsoft has reasonable grounds to believe you are guilty of gross misconduct, gross negligence or in material breach of any or all of your terms of employment, or in other appropriate circumstances.
- 1.4 If either Microsoft or you serve notice, for any reason, to terminate your employment or at any time during your notice period, Microsoft may elect to terminate your employment with immediate effect by notifying you in writing that your employment is being terminated and undertaking to pay to you a sum equivalent to your basic salary only (that is, excluding benefits, bonus, payments under any incentive plans and commission) for the unexpired portion of your contractual notice period. Such payment will be subject to the deduction of tax and national insurance contributions at source.

2. Right to Terminate

- 4.1 Any actual or prospective loss of entitlement to any contractual or statutory payments or benefits shall not limit or prevent Microsoft from exercising its right to terminate your employment in accordance with this Statement.
- 2.2. Any termination of your employment for any reason shall be without prejudice to the rights and remedies of Microsoft to pursue you for any breach of this Statement and to the continuing nature of your obligations and of Microsoft's rights under this Statement.

3. Garden Leave

- 3.1 If either Microsoft or you serve notice for any reason to terminate your employment, Microsoft may for all or part of the duration of the notice period, in its absolute discretion, require you to take "Garden Leave". "Garden Leave" means that Microsoft may do any or all of the following:
- a) require you to perform only such duties as it may allocate to you (and, in that regard, it may choose not to allocate any duties to you at all);
 - b) require you not to have any contact with clients, customers, suppliers and/or partners of Microsoft and/ or any Microsoft Group Company, except with Microsoft's express consent;
 - c) require you not to have any contact with employees or contractors working for or with Microsoft or any Microsoft Group Company, except with Microsoft's express consent;
 - d) require you to disclose to Microsoft any attempted contact with you (other than social contact) made by any client, employee, contractor, customer, partner or supplier with whom you have been required to have no contact pursuant to clause 3.1 (b) and (c) of Section D;
 - e) require you to take any or all of your outstanding accrued holiday entitlement;
 - f) prohibit you from taking any or all holiday during your notice period, even where the holiday had been authorised previously and booked, and require you to work out your notice period and receive a payment in lieu of accrued but untaken holidays; and/ or
 - g) exclude you from the premises of Microsoft and any Microsoft Group Company and/or require you not to visit the premises of Microsoft's or any Microsoft Group Company's clients, customers, suppliers and/or partners.
- 3.2 If Microsoft requires you to take Garden Leave, subject to the other provisions of this Statement, your basic salary and contractual benefits shall continue to accrue and be paid throughout any part of the notice period during which you have been placed on Garden Leave.
- 3.3 You acknowledge that Microsoft may require you to take Garden Leave and that such a requirement shall not constitute a breach of your contract of employment or the terms of this Statement and you will not have a right to bring any claim against Microsoft arising out of Microsoft's decision to place you on Garden Leave.
- 3.4 During any period of any Garden Leave imposed by Microsoft, and during any period of notice, you shall be under a duty of utmost good faith to Microsoft and must not work on your own behalf or on behalf of any third party in any capacity (including any voluntary capacity) without the prior written consent of Microsoft. During any period of Garden Leave, you will be required to remain readily contactable and available to work for Microsoft or any Microsoft Group Company during your normal hours of work as detailed in clause 3.1 of Section C above. If you fail to be available to work at any time having been requested by Microsoft to be available, your right to salary and contractual benefits in respect of such period of non-availability shall be forfeited, notwithstanding any other provision of this Statement.

4. Confidentiality Obligations Following Termination

The confidentiality obligations that apply during the period of your employment with Microsoft, set out in Section E, shall continue to apply following termination of your employment.

5. Return of Company Property

On termination of your employment, you must immediately return to Microsoft in accordance with its instructions all property (including pass cards, credit cards, computer equipment and peripherals, software and documents) belonging to Microsoft and/ or any Microsoft Group Company and/or any partners, customers and/or clients which are in your possession or under your control. You shall not be permitted to retain or allow any third party to retain on your behalf any copies or extracts of any of the items referred to above in any medium or form. You must, if required by Microsoft, confirm in writing that you have complied with your obligations under this clause.

E. LEGAL PROVISIONS

1. Confidentiality

Unless you are required to do so to perform your duties, you must not at any time during your employment or at any time after your employment has terminated:-

- a) use for your own purposes or those of any other person, company, business entity or other organisation whatsoever; or
- b) disclose to any person, company, business entity or other organisation whatsoever

Confidential Information relating or belonging to Microsoft or any Microsoft Group Company. Confidential Information is information which is marked "Confidential" (or with a similar expression), any information which you have been told is confidential or which you might reasonably expect Microsoft would regard as confidential, any information which has been given to Microsoft or any Microsoft Group Company in confidence by customers, partners, suppliers and other third parties and also includes but is not limited to information relating to customers, customer lists or requirements, pricing structures, marketing and sales information, business plans, information regarding employees or officers, financial information, and information regarding products, beta products, research activities and product source code.

2. Intellectual Property

2.1 You acknowledge that, because of the nature of your duties and the particular responsibilities arising from the nature of your duties, you have, and shall at all times while employed by MSR, a special obligation to further the interests of MSR. The ownership of any invention made or contributed to by you during your employment (whether inside or outside normal business hours, whether with the use of MSR's premises, facilities, machinery or equipment or not, and whether or not recorded in material form), and the rights to apply for any patent in respect of such invention, shall automatically belong to MSR to the fullest extent permitted by law. You shall immediately disclose any such invention to MSR, and to no other person. Nothing herein shall be construed as diminishing your rights under the Patents Act 1977, as an employee, in any inventions, or in or under patents for those inventions or applications for such patents.

Any discoveries, methods, techniques, processes or other technical information (not amounting to an invention) and any designs, drawings, photographs, plans, computer programs or systems (including, but not limited to, algorithms, source code listings and other source materials), records, documents (as defined in the Civil Evidence Act 1968) or other works or items which are made, produced or written by you in the course of your employment with MSR (whether inside or outside normal business hours, whether with the use of MSR's premises, facilities, machinery or equipment or not, and whether or not recorded in material form) (such technical information, works and other items, collectively "Work Product"), together with any patents, inventions, copyright, database right, design right, goodwill or other intellectual property rights in Work Product, the right to obtain protection for Work Product in any part of the world and claim priority from such rights, and the right to take action for infringement of all such rights (such rights in or available to protect Work Product, anywhere in the world, collectively "Intellectual Property"), shall automatically belong to MSR to the fullest extent permitted by law. To the extent any Intellectual Property is not otherwise vested in MSR, you hereby assign such Intellectual Property to MSR (so far as relevant by way of present assignment of future copyright or other rights), and unconditionally and irrevocably waive all of your moral rights (including, but not limited to, any rights under sections 77 and 80 of the Copyright Designs and Patents Act 1988) in respect of any Work Product. You shall have no right to additional remuneration as a result.

In respect of Work Product and Intellectual Property therein, you shall promptly at the request of MSR (at any time, whether during and/or after the termination of your employment) and where reasonable, at the expense of MSR:

1. surrender any material containing or recording any Work Product to MSR;
2. furnish any description, drawing, specification or any other information or explanation which MSR may require relating to Work Product or corresponding Intellectual Property;
3. apply for or join in applying for, and execute such deeds and other documents and do all other such lawful acts and things as are necessary or desirable to secure, and, where required by MSR, register in MSR's name or as MSR may direct, any such patent, copyright or other Intellectual Property (anywhere in the world) as MSR may think fit;
4. give all necessary assistance to MSR to enable it to enforce the Intellectual Property against third parties, to defend claims for infringement of third party Intellectual Property; and

5. execute all such instruments, deeds and other documents, and do all other such lawful things as MSR may reasonably require for obtaining such patent, copyright or other Intellectual Property and for vesting the Intellectual Property and the benefit of all rights in and to it in MSR absolutely or as MSR may direct, and for maintaining it in force or for extending its term;

and you hereby irrevocably and unconditionally undertake upon request by MSR (at any time, whether during and/or after any termination of your employment) to execute in such form as MSR may require a power of attorney appointing MSR to be your attorney in your name and on your behalf to execute all such instruments, deeds and documents and to do any such thing should you fail to do so promptly when requested.

You shall not disclose to any person or use (except in the proper performance of your duties) any Work Product or Intellectual Property belonging to MSR until it is published by or with the consent of MSR.

You acknowledge that, except as provided by law, no further remuneration or compensation other than that provided for in this letter is or may become due to you in respect of your compliance with this clause.

All the above rights and obligations shall continue in full force and effect after the termination of your employment with MSR and shall be binding on your personal representatives.

3. Data Protection Consent

3.1 Microsoft and any Microsoft Group Company shall process your personal data (including, where necessary, sensitive personal data; such terms being defined in the Data Protection Act 1998) in its/ their paper-based and computerised systems. You consent to the processing of such data both inside and, where necessary, outside the European Economic Area for the purposes of:

- a) Salary, benefits and pensions administration and employee management;
- b) Health administration and for the purposes of health insurance/benefits;
- c) Training and appraisal, including performance records and disciplinary records;
- d) Equal opportunities monitoring;
- e) Any potential change of control of Microsoft or any Microsoft Group Company, or any potential transfer of your employment under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (in such circumstances, processing may include disclosure to the potential purchaser or investor and their advisors);
- f) Promoting or marketing of Microsoft or any Microsoft Group Company, its or their products or services;
- g) Compliance with applicable procedures, laws and regulations;
- h) Any other reasonable purposes in connection with your employment, about which you may be notified from time to time.

3.1 You acknowledge and accept that in order to fulfil the purposes set out above, it may be necessary to pass your personal data (and/ or sensitive personal data, as appropriate) to regulatory bodies, government agencies and other third parties as required by law or for administration purposes.

3.2 You agree to use all reasonable endeavors to keep Microsoft informed of any changes to your personal data and sensitive personal data and to comply with all relevant data protection legislation.

4. Entire Agreement and Variation

4.1 This Statement (as supplemented by the contractual provisions of the Employee Handbook) constitutes the entire agreement between you and Microsoft and, where appropriate, takes the place of all previous (whether oral or written) terms and conditions of employment between you and Microsoft. It is specifically agreed that the policies set out in the Employee Handbook do not create a contractual entitlement unless otherwise specified.

4.2 Microsoft reserves the right to make reasonable changes to any of your terms and conditions of employment. All changes will be notified to you in writing and will not be effective unless approved or endorsed by the HR department.

5. Severance

The various provisions of this Statement are severable and if any of them or any part or parts of them are held to be invalid or unenforceable by any court of competent jurisdiction, then the provisions and parts shall apply with such deletion or deletions as may be necessary to make the provisions and parts valid and effective and the other provisions of the Statement shall not be affected.

6. Collective Agreements

There are currently no collective agreements that affect your employment.

7. Governing Law

Your contract of employment with Microsoft (of which this Statement forms part) shall be governed by and construed in all respects in accordance with the laws of England and Wales. You irrevocably submit to the exclusive jurisdiction of the Courts of England and Wales but Microsoft reserves the right to take proceedings outside England and Wales where it considers it appropriate to do so.

8. Third Parties

Any company in the Microsoft Group may enforce this Statement. No other person who is not a party to this Statement may enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.

9. Meanings and Interpretation

9.1 In this Statement:-

Commencement Date means the first day of your employment with Microsoft Limited;

Employee Handbook means the employee handbook, as identified and located on HR web

Microsoft Group means Microsoft, and any other company that owns, is owned by or is under common ownership with Microsoft and "**Microsoft Group Company**" means any of the companies within Microsoft Group.

9.2 Words in the singular include the plural and vice versa;

9.3 A reference to a statute or statutory provision includes:

9.3.1 any subordinate legislation (as defined in Section 21(1), Interpretation Act 1978) made under it; and

9.3.2 any statute or statutory provision which modifies, consolidates, re-enacts or supersedes it;

9.4 Clause headings are inserted for convenience only and will not affect the construction of this Statement; and

9.5 Where the number of a clause heading or a clause is referred to, the reference shall refer to all sub- clauses, paragraphs and sections contained within that numbered clause, paragraph or section.

ACCEPTANCE

To confirm your acceptance of Microsoft's offer of employment and the terms and conditions set out in this Statement, please sign this letter where shown, indicating your start date which must be a Monday, and return the contract (in full) via email.

You can do this either by printing, signing and scanning the document or with an e-signature tool such as that available in Adobe Reader. You do not need to return a hard-copy as well as we will accept your email confirmation in this way as acceptance of the offer.

We very much look forward to your joining and wish you a long and successful association with Microsoft and the Microsoft Group.

Yours sincerely,



Rachel Howard
Business Manager
Microsoft

To:

UK HR team

I accept Microsoft's offer of employment and the terms and conditions of employment as detailed in the Statement to which this acceptance is attached.

I confirm that I have read the Statement and agree to the terms and conditions set out in it. I acknowledge and agree that the terms and conditions of my employment may be supplemented by policies and procedures which may be introduced by Microsoft from time to time and by certain terms of the Employee Handbook.

I would like to commence my employment with Microsoft on Monday 16th April 2018

Signature
Raluca Daniela Gaina

Date