



Sandia National Laboratories

Operated for the U.S. Department of Energy by
Sandia Corporation

P.O. Box 969
Livermore, CA 94551

March 24, 2016

Ms. Traci Lopez
207 Guerrero St.
San Francisco, CA 94103

Dear Traci,

Congratulations! On behalf of Sandia Corporation ("Sandia"), which operates Sandia National Laboratories for the Department of Energy, I am happy to confirm an offer of employment to you as a Software Engineer (Member) at Sandia National Laboratories/JBEI in Emeryville, CA. You will be reporting to Ben Wu in Organization 8624, Biomass Science & Conversion Technology Department. Your base salary will be \$3846.14 per two-week pay period (approximately \$100,000 annualized).

We believe this is an exciting prospect for you and Sandia. We look forward to your contributions as part of our talented and diverse workforce, and we hope that you will find challenging and rewarding career opportunities among Sandia's many essential mission programs.

You can also gain from Sandia's focus on the health and wellness of its employees. From your first day of employment, you will be eligible for an array of competitive benefit plans. You may learn more about these plans from other materials you will receive from Sandia's Benefits Department and Sandia's website for new employees at http://www.sandia.gov/preemployment_instructions/nm_employee_candidates/your_benefits.html.

As you consider this offer, please take note of some important information. First, the employment offer is contingent upon satisfactory completion of all the requirements outlined on Page 2 of this letter, *Conditions of Employment*. Second, while we are confident that we will enjoy a positive relationship, Sandia, like many organizations, is an at-will employer. This means that either you or Sandia may end the employment relationship for any or no reason and without advance notice. Finally, to accept our job offer, please return the **Employment Acceptance Form** and complete the next steps at our website, located at http://www.sandia.gov/preemployment_instructions/.

We are eager to have you join our team and support the important work we do at Sandia. If you have any questions about this offer of employment or Sandia, please don't hesitate to contact me.

Sincerely,

Tara Hartley
Staffing Partner
Cc: Ben Wu, 8624
Staffing Department File, 8522

Conditions of Employment

Your employment with Sandia is contingent upon all of the following:

1. Satisfactory result of a Pre-Employment Background Review (PEBR)
2. Satisfactory result of a urinalysis drug screen
3. Our receipt of an official transcript for each conferred degree
4. Return of the signed *Employment Acceptance Form*
5. Return of the signed *Affirmative Action Program Form*
6. Return of the completed and signed *Sandia Counterintelligence Questionnaire Form*
7. Return of the signed *Commitment to Pursue a DOE Security Clearance Form*
8. Verification of your U.S. citizenship
9. Verification of your eligibility to work in the United States

Please expect the following contacts from Sandia:

- After your manager has submitted the security clearance justification document, Sandia's Personnel Security Department will send you instructions to initiate the required DOE security clearance process if applicable. Continued employment will be contingent upon maintaining eligibility for processing of and obtaining a DOE security clearance.