

JOB OFFER TEMPLATE

<Month DD, YYYY>

<First Name, Last Name

Street Address

City, State Zip>

Dear <First Name>,

I am pleased to extend to you a formal job offer for the position of <insert position here> for <insert your company here>.

This position is a full-time employee position. The terms of this offer are as follows:

Position: <insert position here>

Reports to: <direct supervisor>

Employment status:

Full-time, exempt. This position will require that you sign an Employment Agreement, which includes confidentiality and non-disclosure provisions.

Compensation:

A base salary of <\$XX,000> per year, paid semi-monthly in arrears on the 15th days and last days of the month.

A no-cap bonus opportunity equal to <XX%> of your annual salary per year, prorated based on the month your employment begins. Based on your proposed start date, your eligibility for our annual bonus opportunity will begin with the current calendar year.

Bonuses are typically paid in December each year, and are dependent upon the Company reaching 100% of its established net operating income (NOI) goal. If we exceed that goal, your gross bonus amount will increase indefinitely, commensurate with the profitability of the company. You will be able to find further details in your established bonus plan for the year. Your bonus percentage is guaranteed for the current calendar year only and may be changed at the Company's sole discretion.

<First Name, Last Name>

<Month DD, YYYY>

Paid time off:

Unlimited Paid Time Off. We allow our full time employees to take as much time off as needed to do their best work. Simply submit your request for PTO (up to 10 consecutive business days) to your supervisor for approval and make sure your responsibilities are covered. Eight (8) paid holidays each year, according to the Company's posted schedule; these are determined at the Company's sole discretion.

Benefits/Health Insurance:

We provide a health insurance plan, including major medical, vision, and dental coverage, through <insert insurance company name here>. We currently pay 100% of the employee's premiums (an average value of over \$5,000 per year), along with 50% of the premiums for a spouse and dependent children (this is subject to change in the future). Coverage becomes effective on the 1st day of full-time employment.

Paid Family Leave:

We celebrate strong families and parents who are present. That's why we go above and beyond the FMLA requirements to provide twelve (12) weeks of paid maternity leave and six (6) weeks of paid paternity leave for eligible employees. This enables both biological or adoptive parents to bond with their new additions without trying to come back to work too soon. Eligibility requirements include full-time status and completion of twelve months of continuous full-time employment with the Company. Benefits are subject to change at the discretion of management.

Exclusivity Clause:

By accepting this job offer you agree to divest yourself from any ongoing business ventures outside of <insert insurance company name here> without express written permission from your supervisor.

Start date: <Month DD, YYYY>

<First Name, Last Name>

<Month DD, YYYY>

Offer Expiration:

This offer expires at the end of the day on <Month DD, YYYY>

If this offer meets with your approval, First Name, please sign in the space below and return to our Human Resources Manager, via email. Once we finalize our agreement, we will be in touch with next steps. Of course, please don't hesitate to contact us if you have any additional questions about this offer.

We are excited to have you join our team and are looking forward to working with you!

Warm regards,

<First & Last Name of Direct Supervisor

Title of Direct Supervisor>

Please note that this conditional job offer is contingent upon completing a satisfactory background check (instructions to follow) and reference check and by signing below, you acknowledge that you have thoroughly read and are agreeing to the terms of this employment offer.

Signature: _____

Date: _____