

[Company Logo]

This template was drafted for Altitude Lab's startup community. This document is intended to serve as a starting point only and should be tailored to meet your specific requirements.

[Date]

Dear [Name],

We are truly excited to extend you an offer and hope that you will be joining us in our mission to [insert mission]. We are available to connect regarding any questions you might have and look forward to your response to the following offer:

Summary:

Position	[Job Title]
Hiring Manager	[Hiring Manager Name]
Start Date	[Start Date]
Salary	[\$]
Bonus	Up to [%] of your annual salary, based on management discretion and upon a percentage of company goals achieved.
Relocation Package	Paid in your first pay period.
401(k)	[%] match of up to [%] per pay period and [\$] of employer contribution.
Health Benefits	[Medical, vision, and dental coverage Short and long term disability.]
Location	[Full time at our HQ in Salt Lake City, UT]

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Role: [Job Title]

Your duties may include the following:

- [Duties]
-
-
-
-

401(k)

We want to do all we can to support the retirement planning of our team. Therefore, we have a very robust 401(k) offering with a dollar for dollar match up to [%] of your salary and help you jumpstart your savings with [\$] of contribution.

Vacation/Parental Leaves/Sabbatical

A strong work/life balance is important to keep everyone on our team focused and productive. Full-time employees are eligible and encouraged to take [number] paid vacation days per calendar year.

In addition, [Company] provides up to [weeks] of leave for physical recovery, bonding, and child care needs for employees who give birth, and up to [weeks] of paid new parent leave for employees who adopt or whose spouse or partner gives birth to a child.

Legal Stuff

Your employment relationship with the Company will be at-will, which means that you may terminate your employment with the Company at any time and for any reason whatsoever, simply by notifying the

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Company and the Company may terminate your employment at any time, with or without cause or advance notice. This Offer Letter entirely supersedes and replaces any other oral or written offers, and, as with the at-will nature of the employment relationship, can only be modified in a written agreement signed by you and a duly authorized representative of the Company.

We ask that, if you have not already done so, you disclose to the Company any and all agreements relating to your prior employment that may affect your eligibility to be employed by the Company or limit the manner in which you may be employed. It is the Company's understanding that any such agreements will not prevent you from performing the duties of your position and you represent that such is the case. Moreover, you agree that, during the term of your employment with the Company, you will not engage in any other employment, occupation, consulting, or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of your employment, nor will you engage in any other activities that conflict with your obligations to the Company. Similarly, you agree not to bring any third-party confidential information to the Company, including that of your former employer, and that you will not in any way utilize any such information in performing your duties for the Company.

As a condition of the acceptance of this offer, you certify that you are not and have never been debarred by the FDA pursuant to 21 USC 335, are not listed on the FDA's disqualified/restricted list, are not excluded from participating in federal health care programs, and have not committed any actions that could lead to FDA debarment or exclusion from federal health care programs. If you become aware of a proceeding that could lead to debarment or disqualification/restriction by FDA or exclusion from federal health care programs, you will immediately inform your supervisor.

Please note the Company may modify salaries and benefits from time to time as it deems necessary.

As a Company employee, you will be expected to abide by company policies. You will be specifically required to sign an acknowledgment that you have read and understand the company rules of conduct.

All offers of part-time employment are subject to a background check.

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Acceptance

Thanks for the time you've invested and for your interest in our team and our vision. I've enjoyed our time so far, and I really look forward to working together. There are of course more details than are summarized here, but if you feel good in principle about the offer as described, please sign and return.

Sincerely,

[Name]

[Title]

[Company Name]

Date

I have read and accept this offer.

[Name]

Date