EMPLOYMENT ACCEPTANCE LETTER

[HIRING MANAGER OFFER CONTACT NAME] [EMPLOYER NAME] [EMPLOYER S BUSINESS ADDRESS]

Re: **Acceptance of Offer of Employment — [JOB TITLE]**

Dear [HIRING MANAGER OFFER CONTACT NAME]:

I am pleased to formally accept the offer of employment extended to me by **[EMPLOYER NAME]** (the "Employer"), a Corporation, in the offer letter dated (the "Offer Letter"). This letter (this "Acceptance") confirms my acceptance of that offer on the terms summarized below.

1. Position

I accept the position of **[JOB TITLE]**, on a Full Time Exempt basis. Work model: On Site.

2. Start Date

I confirm my start date as ****. I will arrive on that date prepared to complete all onboarding paperwork, including Form I-9 and tax withholding elections.

3. Compensation

I accept the annual base salary of **$0.00** (zero dollars and 00/100), less applicable withholdings, payable in accordance with the Employer's regular payroll practices.

4. At-Will Employment

I understand and acknowledge that my employment with the Employer is **"at-will,"** meaning that either the Employer or I may terminate the employment relationship at any time, with or without cause or notice, subject only to the anti-discrimination, anti-retaliation, and public-policy limitations of applicable law. I understand that no representation to the contrary by any employee or agent of the Employer alters my at-will status unless made in a writing signed by an authorized officer of the Employer expressly referencing and modifying at-will status.

5. Policies and Handbook

I acknowledge that I have received (or will receive on or before my start date) the Employer's employee handbook and material policies, including policies on equal employment opportunity, anti-harassment, confidentiality, electronic-resource use, and workplace conduct. I agree to read them and abide by them. I understand that the handbook is not a contract and that policies may be modified from time to time.

6. Confidentiality and Intellectual Property

I understand that I will be required to sign a separate confidentiality and intellectual property assignment agreement as a condition of employment, and I agree to do so on or before my start date. I acknowledge that the federal Defend Trade Secrets Act (18 U.S.C. §1833(b)) protects confidential disclosures made to a government official or attorney for the purpose of reporting suspected violations of law.

7. No Conflicting Obligations

I represent and warrant that: (a) I am not subject to any non-compete, non-solicitation, confidentiality, or other agreement with any prior or current employer that would prevent or restrict my performance of my duties for the Employer; (b) I have not taken and will not bring to the Employer any confidential information, trade secrets, or proprietary materials belonging to any prior or current employer; and (c) my employment with the Employer will not breach any obligation to any third party.

I confirm that I have given or will give appropriate notice to my current employer consistent with customary professional practice.

8. Work Authorization

I understand that under the Immigration Reform and Control Act (8 U.S.C. §1324a), I must complete USCIS Form I-9 and provide acceptable documentation establishing my identity and authorization to work in the United States within three (3) business days of my start date.

9. Entire Agreement; No Modification Except in Writing

This Acceptance, together with the Offer Letter and any documents expressly referenced therein, constitutes my understanding of the terms of my employment as of the date hereof. Any modification of these terms must be in a writing signed by both me and an authorized officer of the Employer.

I am genuinely excited to join **[EMPLOYER NAME]** and look forward to contributing to the team. Please let me know what else you need from me before my start date.

Sincerely,

Employee

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

[EMPLOYEE NAME] [YOUR RESIDENTIAL ADDRESS]

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Acknowledged and received by the Employer:

Employer

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

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