

December 19, 2006

Jane Doe
1234 Jane Doe Lane
Dallas, TX 75000

Dear Jane:

Congratulations! I am pleased to extend to you a formal offer to join _____ as Controller. Following is a summary of compensation and benefits you will be eligible for in this position.

- **Start Date:** We look forward to you starting on _____.
- **Salary:** Your semi-monthly salary will be \$_____ which on an annualized basis is equivalent to \$_____.
- **Bonus:** \$_____ sign-on. \$_____ relocation. 1 week temporary housing
- **Benefits:**

As a full-time employee, you will be eligible to participate in the company benefit programs. These benefits include:

Medical* Dental* Vision* health and dependent care spending accounts* 401(k) savings* employee assistance program* tuition assistance program* Paid Time Off* life insurance* long-term and short-term disability coverage. Cost is dependent upon your elections.

All benefits are reviewed annually and are subject to change at the discretion of the company. Because the company reserves the right to change or discontinue any part of its benefit program from time to time, this letter does not constitute a commitment to continue these benefits. All offers of employment are contingent upon successful completion of the pre-employment process.

We certainly look forward to the contributions you will make to our organization. Please sign and return this offer letter. . If you have any questions or comments, please feel free to contact me at _____.

Sincerely,

John Smith
CFO