

Human Resources

September 14, 2010

Mr.

Dear :

I would like to confirm your acceptance of 's offer of employment to you in the position of Network Engineer I. This position is exempt and as such, not eligible for overtime. In this position you will report to - IT Manager.

In this position your starting salary will be \$ per bi-weekly pay period (\$ annualized). In addition to your cash compensation, you will also be eligible to continue participation in the following plans and programs:

- Medical insurance: Blue Cross Blue Shield offers you the choice of four levels of coverage, effective on your 31st day of employment. If you are already covered through another health care provider, or choose to be covered under another family member's non- medical plan, you may waive coverage under the Medical Plan and receive an Opt-Out Credit of \$1,000 per year, which will be paid to you on a pro-rated basis each payroll period
- Prescription Drug, Dental and Vision insurance
- Other welfare programs including life insurance, supplemental life insurance, short and long-term disability insurance
- Retirement Savings 401(k) Plan with a Company match of 5%
- Tuition Reimbursement and College Savings programs
- Approximately 10 paid holidays throughout the year
- Vacation in accordance with the Vacation Policy

We anticipate a start date of Monday, October 4, 2010. Please sign below as confirmation of your acceptance of this offer and return to on or before your first day.

, we are excited for you to join the team in this new role!

Sincerely,

Regional Manager of Human Resources,

Accepted by _____ on 9/16/10
Date