



ABC COMPANY
P.O. Box 101
St. Louis, MO 63101

February 1, 2017

Mr. John Smith
123 Main St.
St. Louis, MO 63101

Dear John Smith,

Congratulations! This letter is to confirm our verbal offer to have you join ABC Company. Below you'll find specifics of your offer, compensation, and benefits. We're excited to have you join the team!

Offer Specifics:

Effective Date of Job Offer:	February 1, 2017
Job Title:	Accounting Manager
Base Annual Salary:	\$77,000
Exemption Status:	Exempt
Target Bonus:	15%
Signing Bonus:	\$5,000

You will be eligible for 15 days of vacation, 8 holidays, and 5 sick days. See additional notes regarding these benefits on the following pages.

Your benefits will begin on the first of the month following one month of continuous employment. This letter is not a contract of employment. As an employee, you are an employee at-will. As you know, in the ordinary course of business, pay and benefit plans evolve as laws, employee, and/or business needs change. If, in the future, it becomes necessary to change any current benefit or compensation plans, these changes will apply to you as they do to other eligible employees.

During your on-boarding experience, you and your manager will set expectations and establish goals. To accept this offer, please sign and return this offer letter.

Regards,

Jane Smith
Recruiter
ABC Company
JSmith@abccompany.com
555-555-5555

Signature: _____ Date: _____

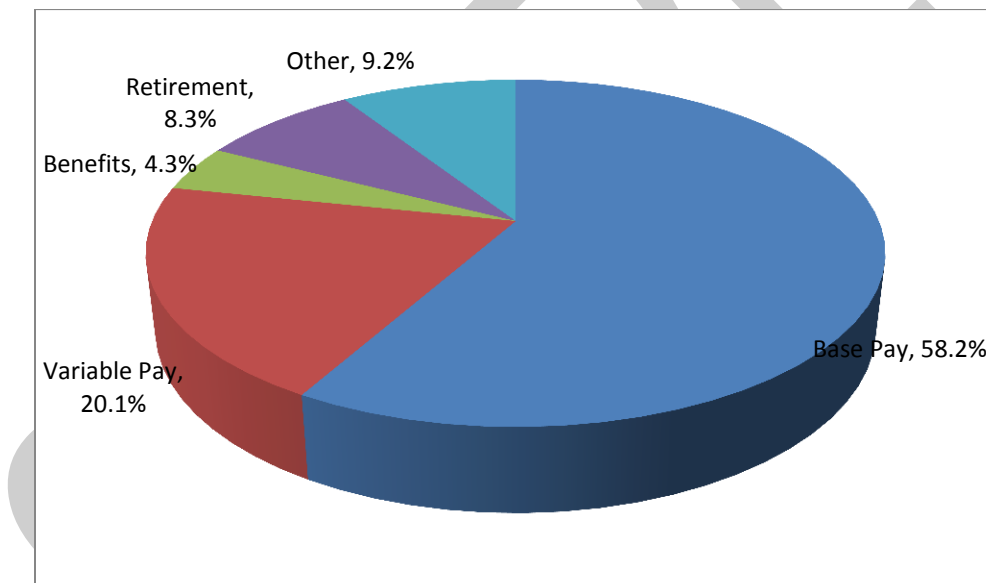
Your ABC Company Offer

Prepared especially for John Smith

Shown below is the value of your ABC COMPANY package, the amounts estimated to be paid to you and contributed on your behalf by the Company. The pie chart depicts the major categories of your ABC COMPANY package. As you can see below, benefits paid by the Company will represent **21.7%** of your total compensation package.

If you would like to model different benefit options to see the impact on the Company contributions, click on the following link:

<http://www.tcoffers.com/abc-company/jsmith.html>



Compensation	
Base Salary:	\$77,000
Variable Pay	
Bonus (15%):	\$11,550
Signing Bonus:	\$5,000
Long-Term Incentive Pay:	\$10,000
Total Compensation:	\$103,550

Benefits	
Benefits	
Medical Plan:	\$4,500
Dental Plan:	\$700

Vision Plan:	\$100
Short-Term Disability Plan:	\$265
Long-Term Disability Plan:	\$96
Retirement	
Defined Contribution Retirement Plan:	\$6,160
Social Security & Medicare:	\$4,774
Other	
Paid Time Off	\$8,292
Tuition Reimbursement:	\$3,000
Company Cell Phone Allowance:	\$840
Total Benefits:	\$28,727
Total Compensation & Benefits:	\$132,277

Notes:

Base Salary	Base salary payable in 24 semi-monthly installments.
Bonus	Target bonus amount is contingent upon company performance and is paid on the third pay period of each fiscal year.
Medical Plan	Medical plan employer contribution is based on Blue Cross Blue Shield's \$2,500 deductible plan for employee only. Other plans may be modeled on the TCOffers website.
Dental Plan	Dental plan employer contribution is based on Delta Dental's employee only plan. Other plans may be modeled on the TCOffers website.
Vision Plan	Vision plan employer contribution is based on BCBS's employee only plan. Other plans may be modeled on the TCOffers website.
Defined Contribution Retirement Plan:	Defined contribution retirement plan is based on employer matching of 6% of annual salary.
Social Security & Medicare	Social Security & Medicare contributions are based on 6.2% of annual salary.
Short & Long-Term Disability	Short and Long-Term Disability amounts are based on employer cost for maximum level of coverage. Other benefit levels may be modeled on the TCOffers website.
Company Cell Phone Allowance	Company cell phone allowance is based on reimbursement amount of up to \$70 per month.