

Offer of Employment Template

Print on approved letterhead

[Date]

Dear **[Candidate Name]**,

We would like to formally offer you a position with **[Firm Name]** as a **[Job Title]** reporting directly to **[Hiring Manager, Title]**. This is a **[salaried, exempt]** position.

Your start date will be **[Date]**.

COMPENSATION

Base Salary: Annualized rate of **[Base Salary]** payable on a semi-monthly basis on the 15th and last day of each month.

Bonus: You will be eligible to participate in the **[Firm Name Incentive Bonus Plan]**. The Plan targets a **[XX%]** annual bonus for associates who “Achieve Expectations” when the company “Meets Target”, but your personal bonus may be higher or lower based on your performance and company performance. You must have worked at least 90 days during the review period to be eligible for a bonus. Bonus payouts occur on a **[semi-annual basis]**.

BENEFITS

Your offer is supplemented with a benefits package described below. An additional benefit summary will be provided to you that covers plan options and premiums. You are eligible to participate in the benefit plan on the first of the month following your date of hire. Your benefit eligibility date, based on your start date, is **[Date]**.

Medical Insurance

[Firm Name] offers two health benefit options, a traditional Co-Pay plan and a High-Deductible Health Plan through United Health Care. The company also offers a Flexible Spending Account (FSA), medical and dependent care, as well as a Health Savings Account (HSA) and enrollment in these accounts are dependent on the coverage option you choose. The internal stakeholder is responsible for premiums associated with all coverage options and these plans are reviewed on an annual basis and are subject to change.

[Insert B/D name and disclosures]

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Dental, Vision & Voluntary Term Life Insurance

[Firm Name] offers dental, vision & voluntary term life insurance through Principal Financial Group. The internal stakeholder is responsible for premiums associated with all coverage options.

Basic Life Insurance

[Firm Name] offers life insurance, up to a \$50,000 benefit, through Mutual of Omaha and pays 100% of the premium for the internal stakeholder.

Long-Term & Short-Term Disability

[Firm Name] offers long term and short-term disability through Mutual of Omaha and pays 100% of the premium for the internal stakeholder.

401(k) Retirement Plan

You will be eligible to participate in the [Firm Name] 401(k) plan, administered through Savant Capital Management. You will be eligible to contribute on the first of the month following one month of employment.

The company matches dollar for dollar up to **[XX%]** of your contribution, with a cap of **[\$XX]**. Your 401(k) eligibility date, based on your start date, is **[Date]**. The company match vests over a **[four-year]** period.

Below is the Employer Contribution Vesting Schedule:

Years of Service	Vesting %
[Less than one year]	[0%]
[One year but less than two years]	[25%]
[Two years but less than three years]	[50%]
[Three years but less than four years]	[75%]
[Four or more years]	[100%]

*Your vesting will begin only after you have completed **[one full year]** of service. You must work at least **[1000]** hours in a Plan Year to be credited with a year of service.

[Insert B/D name and disclosures]

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Paid Time Off (PTO)

[Firm Name] offers Paid Time Off on an Accrual Basis. Below is the PTO schedule:

[*Years 1-5: 15 days]

[Years 6-10: 20 days]

[Years 11+: 25 days]

*Within your first year of employment, the number of PTO days will be pro-rated based on the month you start employment.

Employee Development

[Firm Name] recognizes the importance of continuing internal stakeholder development that will enable our internal stakeholders to remain abreast of best practices in their respective fields. The company will pay for the attendance of seminars/conferences, joining a professional organization, and maintenance of professional licenses that have a direct relationship to the job the internal stakeholder performs. Internal stakeholders interested in this company benefit must discuss the activity with their immediate manager to obtain initial approval.

Holidays

[Firm Name] observes the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Part-time employees are not eligible for holiday pay.

*Stakeholders will have the flexibility to choose whether they work Martin Luther King Jr. Day or President's Day. If the stakeholder chooses to not work either day, they can use PTO for the day they are supposed to work. Otherwise, they will work one of those two holidays and will have the other off as a normal recognized holiday.

Dress Code

[Firm Name] adheres to a Dress for your Day dress code, where stakeholders have the autonomy to decide what is most appropriate for their day. Business Professional attire is required if you are participating in a client meeting or partner experience.

[Insert B/D name and disclosures]

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EMPLOYMENT VERIFICATION AND I-9 REQUIREMENT

This Offer of Employment is contingent on passing a pre-employment background check. You will need to provide the necessary information in order to complete this check. We also require you to get fingerprinted to submit to Cetera Financial Group, our Broker/Dealer, as Rule 17f-2 of the Securities Act of 1934 requires Broker/Dealers to fingerprint all employees, registered representatives and other branch office personnel.

You will also be required to verify your eligibility to work in the United States. Please bring with you on your first day of employment documents that will establish your identity and employment eligibility.

OUTSIDE EMPLOYMENT OR BUSINESS ACTIVITIES

You may not engage in outside employment or business activities which would either conflict with your scheduled work hours or which would impair your judgment or compromise or interfere with your ability to properly perform your responsibilities as an employee of [Firm Name]. You may not use [Firm Name]'s time, materials, information or other assets in connection with outside employment or business activities.

You are required to disclose and renew approval from your manager of all outside employment and business activities each year. Also, before accepting or undertaking outside employment or outside business activities you must first obtain the authorization of your manager. If approved, you must conduct your outside employment and business activities so as not to give the impression that you are doing so in your official capacity with [Firm Name].

In addition, if your spouse works for a competitor or occupies a position that influences business decisions, you should disclose this information to your manager or Human Resources to ensure that there is no real or perceived conflict of interest.

Please be aware that upon hiring, any investment account of which you have a personal interest in, may be required to be transferred to an approved custodian.

[Insert B/D name and disclosures]

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AT-WILL EMPLOYMENT

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any [Firm Name] representative has entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with [Firm Name] at any time, with or without cause or advance notice. Likewise, [Firm Name] will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

[Candidate Name], in terms of opportunity, we have just touched the tip of the iceberg at [Firm Name]. We are confident that you will enjoy working here! If you have any questions about the offer components, please feel free to contact me at [Phone Number or Email Address]. When you're ready to accept this offer, please sign electronically.

Best Regards,

[Signed Name]

[Signed Title]

[Firm Name]

ACKNOWLEDGMENT

Offer of Employment Dated [Date]

I have accepted the components of this offer of employment from [Firm Name].

Candidate Name

Date

[Insert B/D name and disclosures]



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COACHING

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