DATE

NAME

Re: Offer of Employment

Dear NAME,

I am pleased to offer you employment as the XXXX for XXXXX. Your starting date with XXXX shall be XXXXX or such date as you and XXX mutually agree upon in writing, subject to your agreement to the terms and conditions contained in this letter and your execution of the Handbook.

Your base salary will be $XXXXX on a semi-monthly pay periods (equivalent to **$**XXXXX on an annualized basis less all applicable deductions and withholdings). This salary is payable for 11 months per year. Each year you will be on unpaid time off for the month of July and during that time CISNC will pay for your benefits at the same level. As a regular full-time/part-time exempt/non exempt employee you are eligible for vacation and additional benefits will be outlined in our Handbook.

Enclosed with this offer is a Benefits Overview that provides detailed information. As an employee you will be eligible to enroll in the employee benefit plans in accordance with the terms of such plans. CISNC has the right to modify, amend or terminate any such plans and programs at any time in its discretion. Any questions regarding company policy, benefits administration, or eligibility should be directed to XXXXX.

Your employment with the Company is “at-will”, which means either you or the company, can terminate the relationship for any reason. This “at-will” policy can only be modified by the CEO.

This employment offer is contingent upon (1) a favorable background check and pre-employment drug screening, (2) favorable reference checks and (3) verification of your identity and eligibility to work in the U.S. in accordance with the Immigration Reform and Control Act of 1986. We ask that you please bring appropriate documentation for the completion of your new hire forms, including proof that you are presently eligible to work in the United States for I-9 purposes.

Please indicate your acceptance of this employment by affixing your signature below. This offer shall expire on XXXX if not accepted. By your signature below, you represent and warrant to the Company that you are not subject to any employment, non-competition or other similar agreements or restrictions that would prevent or interfere with your employment.

Sincerely,

NAME

TITLE

Consented To and Agreed:

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EE Name Date Signed