

WHC Worldwide, LLC

your LLC

Street address

City, State, Zip

Phone

www.whcworldwide.com

October 22, 2019

 **PERSONAL & CONFIDENTIAL**

Applicant Name

Applicant Address

Phone

Email

Dear applicant name,

This letter will confirm our verbal offer for you to join Your LLC,dba zTrip in the position of Position.

In this role, the Position Name will Position Description

You will report directly to Name reporting to, Title reporting to.

Terms of employment:

* Hire Date: Your effective date of hire is anticipated to be on or about Date.
* Salary: Your salary will be $ amount, to be paid on a bi-weekly basis, subject to all applicable payroll and tax withholdings. Your performance will be reviewed in #days days and then annually beginning on date of review at which time you may be eligible for a salary adjustment.
* Benefits: On the first day of the calendar month following the completion of at least 120 days of continuous employment, you will become eligible for participation in benefit programs at the same level of similarly situated employees. These benefits include health, dental, life, accidental death and dismemberment, vision and short term disability insurance coverage. Details and instructions related to enrollment in theyour LLC, benefit programs will be provided to you by the Company’s Human Resources Department separately.

The Company sponsored, qualified 401(k) Plan will be available to you if you do not, in the future, become disqualified under I.R.S. regulations that put limitations on who can participate in such plans based on income levels.

* Office & Travel: Your office will be based in the metropolitan area area.
* Paid Time Off: You will be entitled to vacation and sick time, which will accrue on a bi-weekly basis per the company handbook. You will also be eligible for holidays in accordance with Company policy.
* Pre-employment: This offer is contingent upon your success in passing a pre-employment drug test and criminal background check.
* At Will Employment: This is an offer of “at will” employment, meaning that either party may terminate employment at any time for any reason or no reason at all.
* Ethics and Compliance: As a condition of your employment, you will be required to sign an “Employment Confidentiality Agreement” and become familiar with the your LLC Code of Business Conduct and fully comply with it always.
* Promise of Confidentiality: In consideration of the offer being made here, you agree to maintain in strict confidence not only this agreement but any and all confidential or proprietary information that becomes known to you as a result of your participation in your employment with your LLC, specifically concerning all confidential information that may become known to you, including, without limitation, your LLC, trade secrets, business plans and operations, know-how, pricing strategies, and the like, which information is not generally available to the public or the trade, is of a special and unique value, is created by the Company, gives or may give the Company a competitive business advantage, is designated by the Company, understood or reasonably assumed to be confidential by the Company, or that otherwise could reasonably be perceived to be confidential or proprietary. Any breach of this promise by you will likely cause irreparable damage to your LLC, for which there is no adequate remedy at law, and, therefore, in such event, in addition to any other remedies available at law or in equity, you agree that your LLC, would be entitled to specific performance and injunctive relief, both preliminary and permanent, enjoining or restraining such breach, without any requirement of posting bond. In the event an action is brought by either party under this section for specific performance or injunctive relief, the losing party shall be responsible for the payment of both parties’ costs, including attorney’s fees.

Name, please confirm your acceptance of this offer by signing and returning a copy of this letter for our files toreports to, titleat email or to mailing address within 72 hours of receipt. If you have questions about any of the provisions of this offer, please contact me. I look forward to receiving your response and welcoming you to our team.

Sincerely,

your LLC

your name

title

**Acceptance Signature:**

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Applicant Name Date