

Date

Employee name

Address

Telephone

RE: Employment Offer

Dear _____,

As a result of your recent **interviews**, I am pleased to make you the following offer of employment.

You will start with our company titled Assistant Project Manager. As discussed, your initial assignment shall be on the hospital project in West Palm Beach, Florida. As an Assistant Project Manager, you will be both corporate office-based, and jobsite based weekly as directed by the Operations Manager. Upon successful completion of a full project cycle we will evaluate you for a promotion to Project Manager. Promotion will occur with the timing of project availability and full understanding and ownership of the responsibilities of leading the project team as a Project Manager. Job descriptions for both roles are attached.

Employment Starting Date: On or before Month/Day/Year.

Base Compensation: Your annual salary will be _____ Thousand Dollars (\$0,000), payable on a bi-weekly basis. Increases to the base compensation shall be discretionary based on your annual performance review, which shall occur no later than 90 days after the anniversary date of your employment or last performance review.

Bonus: You will be eligible for an annual bonus. This bonus is discretionary and shall be based solely on individual performance. (Bonus can also be done ____% at ground-breaking, ____% at TCO and ____% at Turn-over)

Cell Phone: A company owned cell phone will be provided

Computer: A laptop computer will be provided for company business use only.

Transportation Allowance: You will receive a transportation allowance of _____ hundred dollars (\$00.00). This sum shall be provided to you monthly and shall increase only if travel to your project exceeds fifty miles each way. This is an allowance and you shall be responsible for any costs you incur that exceed said allowance.

At-will Employment: Your employment with the Company is At-Will, and is in no way intended to be, or should it be construed to be, a promise of, or a contract for, employment. Your employment may be terminated by either party with 24 hour's notice. Any accrued vacation time will be paid at termination.

The following benefits are currently available from the Company, but are subject to change:

Group Health benefits: Starting on the first full month following completion of a standard 90-day probationary period, you will be eligible for participation in the Company’s Insurance Program, which includes Dental and Vision coverage. Dependent health coverage as well as dependent dental and vision plan coverage is also available at an additional cost. (See attached program outline)

Holidays: The Company has six (6) standard paid holidays, which consist of New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.

Paid Time Off (PTO):

Paid Time Off (PTO) can be taken as vacation, sick and personal days. It will be awarded and tracked as one “bank” of paid time off each calendar year. You are eligible for 3 weeks, (15 days) of PTO accrued annually years 1-5 of employment. When you celebrate your 5- year anniversary with the Company you will we become eligible for 4 weeks (20 days) of PTO beginning on January 1st following their 5th anniversary date. (Full PTO policy terms attached)

Insert other benefits: Life, Disability, 401K, Profit Sharing etc..

We are very pleased to have you as a member of our team and look forward to working with you. I believe that you will have the opportunity to make a valuable contribution to the Company as well as have the chance to fulfill your career goals.

Please indicate your acceptance of this offer of employment by signing below and returning the signed offer to me.

Sincerely,

_____ (Hiring Manager)

_____ (Company)

I have read, understand and agree to all of the foregoing terms and conditions of this offer of employment and hereby accept the offer.

Candidate Legal Name

Date