CONTINGENT OFFER EMPLOYMENT ACCEPTANCE LETTER

November 3, 2026

Casey Example, Director of Talent Acquisition Example Employer Inc. 25 Example Avenue

Re: **Acceptance of Contingent Offer — Senior Software Engineer**

Dear Casey Example:

I accept the contingent offer of employment extended by **Example Employer Inc.** (the "Employer") for the position of **Senior Software Engineer** in the offer letter dated November 1, 2026. My acceptance becomes effective upon satisfaction of each of the pre-employment contingencies expressly stated in that offer letter and summarized below.

1. Position

Senior Software Engineer, Platform Engineering, reporting to VP of Engineering. Full Time Exempt. Work model: Hybrid.

2. Target Start Date

Subject to the contingencies below, **January 11, 2027**. If any contingency is still pending, the Parties shall cooperate to set a revised start date.

3. Compensation

Base **$185,000.00** + target bonus **15%**.

Sign-on bonus. The offer states a gross sign-on bonus of **$2,500.00**. Equity: 30,000 incentive stock options vesting over 4 years with a 1-year cliff and monthly vesting thereafter, at the exercise price set by the most recent 409A valuation..

4. Pre-Employment Contingencies

My acceptance is expressly contingent upon the following, each of which must be satisfied prior to (or, where commercially reasonable, within a short time after) my start date:

Background screening. If the employer seeks an employment consumer report, it will handle the disclosure and request for written permission separately from this letter. I can review those materials before deciding whether to authorize the report.

Contingent Offer Employment Acceptance Letter - SAMPLE

Employment verification. For a hire who will work for pay or other remuneration, the employee completes Section 1 of Form I-9 by the first day of employment. The employer normally completes Section 2 within three business days of that first day. For an engagement of fewer than three business days, the employer completes Section 2 by the first day. I may choose which acceptable documents to present.

(f) Professional license / credential. Issuance or confirmation of the following credential in good standing: **Example professional credential**. I shall notify the Employer promptly of any change in licensure status.

If any contingency is not satisfied on or before the start date (as it may be adjusted by mutual agreement), this contingent acceptance shall be of no further force or effect.

5. At-Will; Standard Acknowledgments

Employment once commenced is **at-will**.

I will review the workplace policies identified in the offer. I will review any separate confidentiality or inventions agreement called for by the offer before deciding whether to sign it. **Invention assignments in California.** If the employer proposes an invention assignment, its separate agreement and written statutory notice should identify the scope and exclusions under California Labor Code sections 2870 and 2872. This letter does not confirm delivery of that notice. **California restrictions.** California Business and Professions Code section 16600 generally voids employment restraints on lawful work, subject to statutory exceptions. This letter creates no such restraint.

No conflicting obligations.

6. Entire Agreement

This contingent acceptance, together with the offer letter, constitutes the understanding of the Parties regarding the conditional terms of my hire. No term may be modified except by a writing signed by both Parties.

Primary workplace specified in the offer: **CA**.

Sincerely,

Employee

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Contingent Offer Employment Acceptance Letter | Document Code | SAMPLE

Jordan Example 100 Example Lane jordan@example.com

Acknowledged by the Employer:

Employer

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Contingent Offer Employment Acceptance Letter | SAMPLE