EXECUTIVE EMPLOYMENT ACCEPTANCE LETTER

November 3, 2026

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

Re: **Executive Acceptance — Senior Software Engineer**

Dear Casey Example:

I am pleased to accept the offer extended to me by **Example Employer Inc.** (the "Company") in the offer letter dated November 1, 2026 (the "Offer Letter") for the position of **Senior Software Engineer**. I appreciate the confidence the Board and the Company have placed in me and look forward to leading the team.

1. Position; Reporting

I accept the position of **Senior Software Engineer**, reporting directly to VP of Engineering, with the authority and responsibilities customarily associated with the position and as further described in the Offer Letter. Work model: Hybrid.

2. Start Date

Subject to the conditions in Section 5, my start date will be **January 11, 2027**.

3. Compensation Package

Base and target bonus. Base salary of $185,000.00 plus target bonus of 15% of base, subject to Board-approved performance metrics.

Sign-on bonus. The offer states a gross sign-on bonus of **$2,500.00**. I have verified that the stated gross bonus has been paid.

Equity. I accept the equity grant described in the Offer Letter: 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.. I understand the grant is subject to: (i) Board approval; (ii) the Company's equity incentive plan; (iii) a separate award agreement; (iv) customary vesting with continued-service conditions; and (v) any acceleration provisions set forth in the Offer Letter or my executive employment agreement (including any double-trigger change-in-control acceleration).

Executive Employment Acceptance Letter — SAMPLE

4. Executive Employment Agreement; Offer Letter Controls

I understand that my detailed terms of employment — including severance, change-in-control protections, non-compete / non-solicit covenants, IRC §409A timing, and IRC §280G best-net cutback — will be documented in a separate executive employment agreement to be executed on or before my start date. Until that agreement is executed, the Offer Letter and this Acceptance govern.

5. Conditions

My acceptance is subject to the satisfactory completion of the following prior to 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.

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.

6. At-Will Employment / Executive Agreement Override

Unless and until modified by the executive employment agreement described in Section 4, my employment is at-will. I understand that severance and any restrictions on termination are governed by the executive employment agreement when executed.

7. Confidentiality, IP, and Fiduciary Duties

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.

8. No Conflicting Obligations; Representations

I represent: (a) I am not subject to any agreement that would restrict my performance of duties for the Company; (b) I will not bring or use any third-party confidential information or trade secrets; and (c) my entry into this Acceptance and performance of duties will not breach any obligation to any third party.

Executive Employment Acceptance Letter (Offer Accepted) Draft · SAMPLE

I have given or will give appropriate notice to my current employer consistent with my fiduciary duties to that employer.

9. Entire Agreement

This Acceptance, the Offer Letter, and the executive employment agreement once executed constitute the entire understanding concerning my employment. Any modification must be in a writing signed by both Parties (and, with respect to executive compensation, approved by the Board or Compensation Committee).

I am enthusiastic about joining **Example Employer Inc.** and committed to delivering strong results for the Company and its stakeholders.

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

Sincerely,

Executive

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Jordan Example 100 Example Lane jordan@example.com

Agreed and countersigned on behalf of the Company:

Company

_____ PRINTED NAME

_____ SIGNATURE

_____ DATE

Executive Employment Acceptance Letter (US) | SAMPLE