



**Exemplar of Generic  
Employment Offer Letter**

Jeffrey L Minch  
President, CEO

1 January 2013

Insert name of employee here

Dear New Employee:

The purpose of this letter is to outline the salient terms of a definitive offer of employment. If these terms are acceptable to you, then this information will be incorporated into a **Basis of Employment and Job Description** which will be completed shortly after you have come on board.

**Employer**

**Position**

**Start date**

**Employment relationship**

At Will under Texas law

**Location**

**Job description**

You will be responsible for everything that happens and fails to happen in discharging the duties of a

**Training**

You will be trained through a formal program outlining specific subjects and training objectives or deliverables; on the job training, continuing education and professional training.

This training period is anticipated to take approximately 6-12 months.

**Compensation**

You will be compensated as follows:

**Salary**

**Short term  
incentive compensation**

**Long term  
incentive compensation**

**Benefits**

**Automobile**

**Benefits**

Company paid health insurance for you personally and the ability to add your family to that policy. This same policy includes dental and life insurance. The value of this policy to you, as an individual, is approximately \$4,000 per year.

Company provided cafeteria 125 plan whereby you may fund certain costs with “before tax” dollars.

Company provided 401K plan whereby you may build wealth by allocating a portion of your salary for tax free investment.

Company provided Employee Stock Purchase Plan whereby you may purchase common stock of LTFD at the lower of 85% of the BOY or EOY stock price.

Ten (10) paid vacation days

Ten (10) paid holidays (approximate)

Five (5) sick days which unused sick days may be resold to the Company at the rate of \$50/day at the end of each year if you have at least two days remaining.

Bereavement leave up to five (5) days

Emergency loan program

You will report to

Our expectations for this position and you are very high. This is a difficult and challenging position but one you are personally extremely well qualified to discharge.

We will spend approximately 6-12 months training you and we expect you to give us at

**Supervisor**

**Expectations**

**Professional equipment**

least three (3) years of service after your training is complete.

You will be provided with use of a Company laptop computer, software and accessories; a Company phone; a digital camera and an American Express card with which to discharge your duties.

**Proprietary information**

In the course of your employment, you will be exposed to proprietary information and trade secrets which are the intellectual property of the Company. You will covenant not to use this information to the detriment of the Company during or after your employment.

**Confidentiality**

This offer, including its very existence, is to be held confidential by you.

**Pre-employment testing**

Unless otherwise provided through a recruiting agency, this offer is contingent upon a pre-employment drug test which may be requested.

**Expiration**

This offer expires at

I am confident that this position will challenge you while providing an opportunity for you to deploy your business experience, skills and education while providing a growth challenge. I am looking forward to working with you.

With best regards, I am

**Yours truly,**

**Jeffrey L Minch  
President, Chief Executive Officer  
Wisdom of the Campfire  
512-656-1944 Cell  
jminch2011@gmail.com**

**Accepted:**

\_\_\_\_\_

**Date:** \_\_\_\_\_