Date

Candidate Name

Address

City, State Zip Code

Telephone:

Email:

Dear Mr./Ms.\_\_\_\_\_\_:

BCF Solutions, Inc. is pleased to make you the following offer of employment:

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: Regular Full-Time Exempt

Salary: $X,XXX semi-monthly ($XX,XXX annualized)

Employment Start Date: TBD

Employment Location: XXXXX

Division: XX

Supervisor: XXXXX

Upon joining BCF and meeting certain eligibility requirements, you will be entitled to our full range of benefits. These include, but are not limited to, health, dental, and vision insurance, group term life insurance, disability insurance, paid holidays (10 days), personal time off (15 days), and a 401k program which includes a company match up to 3%.

Your employment with BCF is contingent upon the following:

* Ability to maintain a security clearance as required by contract
* Passing of a pre-employment, reasonable cause, post accident and/or random drug screening examination within 48 hours as required
* Your eligibility and ability to establish your identity to work for BCF under United States federal immigration laws (I-9)
* All employment/assignment may be contingent upon U.S. citizenship, Permanent or Temporary Resident Status, or applicable U.S. Government Export Regulations
* Certain Federal laws apply to contractors to the Federal Government regarding employment of military and civil service personnel. If applicable, BCF requires receipt of a favorable determination from your legal/ethics office relative to employment with BCF. The purpose of this determination is to ensure that none of the applicable regulations are violated by your employment with BCF for the duties you will perform when related to your duties during your military or civilian service. You must return the favorable determination letter to our office prior to your first work day at BCF, if appropriate.

Please be advised that employment is not guaranteed until these contingencies have been met. In accepting this offer you are representing to the best of your belief that no contractual or other legal obligations exist that would preclude you from performing in this position or accepting employment with BCF. Such obligations include but are not limited to Employment Agreements, Non-Disclosure Agreements, Non-Solicitation Agreements, Non-Compete Agreements, or restrictions on your work imposed by the U.S. Government. Should any such agreement or obligation exist, it is your responsibility to advise BCF of any such restrictions, to the extent that they apply to you should you accept employment with BCF. You are responsible for adhering fully to any such terms or obligations, including protection of any information deemed to be Proprietary by your former employer.

Your employment with BCF will be “at-will.” This means that your employment with BCF is not for a specific term, and can be terminated by yourself or by BCF at any time for any reason or no reason, with or without cause and with or without notice. Any contrary representations that may have been made or that may hereafter be made to you are superseded by this offer

We hope that you will accept this offer of employment by **signing below and returning this letter to XXXXXXX (xxxxxxx@bcfsolutions.com)** via email in PDF file format. This offer of employment will expire if we have not received your response within three (3) business days. If you have any questions, please feel free to contact XXXXXX at (XXX) XXX-XXXX.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. XXXXXXXX

Title

 \_\_\_\_ I hereby accept the above offer

 \_\_\_\_ I hereby decline the above offer

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Candidate Name