COMPANY NAME

ADDRESS

**OFFER LETTER**

Dear Jordana,

COMPANY is pleased to offer you, **Jordana Matsos** (“Employee”) the position of **TITLE**, a salary of **$** per year starting **DATE**

In addition, we are pleased to offer you a discretionary annual bonus of **$**based on the achievement of objectives established by the Company for you.

Subject to approval by the board of directors of the Company, the Company will grant:

1. after 12 months of employment, a minimum of **3 months** notice plus 1 month for each year worked (or severance pay and continuation of benefits in lieu of notice) in case of termination.
2. a grant of **X** employee share options, to vest in accordance with the “Plan”.

Pay periods for the role will be biweekly, covering the preceding two weeks. Payroll payments will be paid via direct deposit into your nominated account.

This appointment and terms of employment are subject to and governed by the laws of the Province of X and the policies, rules, and regulations set forth in the COMPANY Media Inc Employment Agreement.

If you understand and agree to the terms and conditions of this offer, please indicate your acceptance by signing below.

Sincerely,

NAME AND TITLE

I accept the job offer as described above

Signature Date

cc: Personnel File