Dear \_\_\_\_\_\_\_\_\_,

We are pleased offer you employment at Baker Barrios Architects! We hope that during the interview process, we provided a thorough overview of our design services, the opportunities to work on a variety of projects, career opportunities, mentorship and our culture. We are proud of our accomplishments, the relationships we have built and the culture that has evolved at Baker Barrios.

Details of the offer are as follows:

1. **Position:** [Job Title]
2. **Start Date:** [Start Date]
3. **Salary:** [Annual Salary]
4. **Benefits:** You will be eligible for the firm's benefits package, on \_\_\_\_\_\_\_\_. Please review the attached benefit summary for plan details and pricing.
5. **Working Hours:** [Specify on site working hours, if applicable]
6. **Reporting to:** [Name and Position of Supervisor]

**In addition, Baker Barrios provides the following benefits**

* Annual Vacation Days \_\_\_
* Unlimited Sick Policy
* Eight (8) Paid Holidays
* Wellness CARE Program
* Employee Referral Bonus Program
* 401K Plan
* Time Off for Continuing Education
* Employer Paid Disability
* Basic Life and AD&D ($50K)
* Flex Time
* Parking Spot or Reimbursement

*Annual gross salary is paid semi-monthly on the 15th and last day of each month*

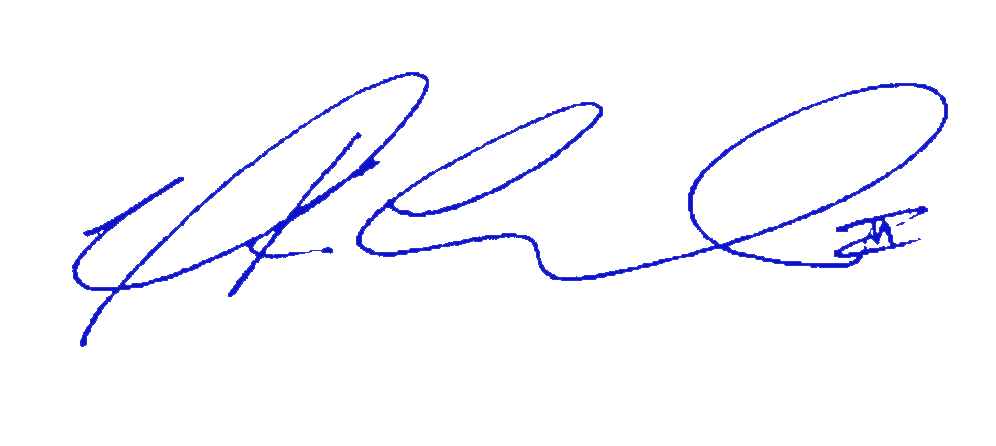
*Vacation time is prorated on your first year based on your hire date*

It is our hope that you will find the details of this offer acceptable and we can establish a long-lasting relationship; welcoming you to Baker Barrios. If you have questions or concerns, please feel free to contact Lisa Couch, HR Director at 407-926-3000.

To accept this offer, please sign and date this letter as indicated below and email a copy to Human Resources at [lcouch@bakerbarrios.com](mailto:lcouch@bakerbarrios.com) by \_\_\_\_\_\_\_\_ .

We are enthusiastic about the prospect of having you join Baker Barrios Architects and contribute to our success. We look forward to the opportunity to work together and achieve great things.

Sincerely,

**Baker Barrios Architects, Inc.**

Robert K. Ledford II, AIA

Chief Operating Officer

**Applicant (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant (sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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