Awake Employment Offer Letter

These documents are general templates, not legal advice. Before using any document for any real-world purpose, every party must have their own independent legal counsel review and approve it for their circumstances and applicable law. Do not sign, rely on, or otherwise use a document without that approval. No attorney-client relationship is created.

Commercial Terms

Employer: [name and address]. Candidate: [name]. Offer date and acceptance deadline: [dates]. Work location and authorized remote locations: [locations]. Proposed start date: [date]. Role and reporting: [details]. Classification and schedule: [full/part time; exempt/nonexempt after review; hours]. Base pay, currency and payment cadence: [terms]. Benefits and eligibility: [plan references]. Bonus terms: [signed plan or none].

1. Employment terms

Employer offers the role described above subject to lawful eligibility checks and any identified conditions. Record duties, location, schedule, start date and applicable policies. Employer will provide legally required notices and pay records separately. If employment is intended to be at will where lawful, select and complete: [at-will provision / fixed term in attached employment agreement]. No selected arrangement overrides mandatory rights. Policy changes do not retroactively erase earned compensation.

2. Equity and other compensation

Proposed equity: [none / instrument, fixed share number, issuer, approval conditions and expected timing]. Any percentage must state its denominator and date. The offer does not issue shares or create an option. Vesting and repurchase arise only under approved signed equity documents consistent with the stated promise. Identify acceleration, exercise window and tax advice separately. Signing/retention bonus, relocation and lawful repayment terms: [separate signed terms or none].

3. Confidentiality and prior commitments

Employment is subject to a signed PIIA that preserves nonassignable inventions and protected disclosures. Candidate should not bring prior-employer confidential material or violate existing duties. Disclose relevant conflicts without revealing third-party secrets. Company-approved AI and data-security practices apply to its information.

4. Acceptance and agreement boundaries

The candidate may accept by signing before the deadline. This offer and identified attachments state the agreed offer terms. Any fixed-term service, severance, arbitration or restrictive-covenant provision must be separately completed rather than implied by a policy reference. Changes to the agreed offer require an authorized writing. Employer pays all earned wages and benefits required by law regardless of later separation.

Signatures

Employer: [authorized name, title, signature, date]. Candidate: [name, signature, acceptance date]. Attachments: [PIIA, compensation plans, employment agreement if applicable, or none].