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July 05, 2022

VIA EMAIL: [lucy.lu@ailegallaw.com](mailto:lucy.lu@ailegallaw.com)

Mrs.Jane Doe  
200 W Washington St  
Phoenix, AZ, 85003  
United States

**Re: Job Offer**

Dear Mrs.Jane Doe,

My Ai Legal, Inc., a/an NY Profit Corporation, or any of its current or future subsidiaries, affiliates, successors or assigns (collectively, the “Company”), is pleased to offer you a position in the Atlanta, GA office with the Company on the terms described below:

**1.Position.** You will start in a Full-Time position as Store Manager and you will initially report to the Company’s CEO. By signing this letter, you confirm with the Company that you are under non contractual or other legal obligation that would prohibit you from performing your duties with the Company.

**2.Compensation and Employee Benefits.** The position start date will be July 12, 2022. You will be paid an **annual** rate of **\$50000**, payable on the Company’s regular payroll dates biweekly.

This is a position, which is exempted. The position is for at least 40 hours per week and designated to be in the office during the Company's normal work hours.

**Please note that there is a 3-month probation period. Your employee benefits are listed and explained in the enclosed employee handbook.**

**3. The Company's Policy Handbook.** Like all Company's employees and contractors, you will be required, as a condition of your employment with the Company, to sign the Company's policy and procedure handbook before or on your job start date.

**4. Employment Relationship.** Employment with the Company is for no specific period of time. Your employment with the Company will be "at will" meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representation which may have been made to you are superseded by this offer. This is the full and complete agreement between you and the Company on this term. Although your duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and the Company.

**5. Outside Activities.** While you render services to the Company, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the Company.

**6. Taxes, Withholdings and Required Deductions.** All forms of compensation referred to in this letter are subject to all applicable taxes, withholding and any other deductions required by applicable law.

**7. Miscellaneous.**

a. **Governing Law.** The validity, interpretation, construction and performance of this letter, and all acts and transactions pursuant hereto and the rights and obligations of the parties hereto shall be governed, construed and interpreted in accordance with the laws of state of NY, without giving effect to principles of conflicts of law. The venue shall be State Court in New York, NY.

b. **Entire Agreement.** This letter sets forth the entire agreement and understanding of the parties relating to the subject matter herein and supersedes all prior or contemporaneous discussion, understandings and agreements, whether oral or written, between them relating to the subject matter hereof.

c. **Counterparts.** This letter may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed as original, and all of which together shall constitute one and the same agreement. Execution of a facsimile copy will

have the same force and effect as execution of an original, and a facsimile signature will be deemed an original and valid signature.

**d. Electronic Delivery.** The Company may, in its sole discretion, decide to deliver any documents or notes related to this Agreement by email or any other electronic means. You hereby consent to (i) conduct business electronically (ii) receive such documents and notices by such electronic delivery and (iii) sign documents electronically and agree to participate through an online or electronic system established and maintained by the Company or a third party designated by the Company.

To accept this job offer, please sign and date this job offer letter where indicated below and return us a signed copy **no later than July 05, 2022**. Please also bring your US passport/green card, employment authorization card, social security card, driver license, tag number and a void check for direct deposit set up on your first day of work for necessary administrative compliance. As required, your employment with the Company is also contingent upon your providing legal proof of your identity and authorization to work in the United States and pre-screening background check. **This offer, if not accepted, will expire at the close of business on July 05, 2022.**

We at My Ai Legal, Inc. hope that you will accept this job offer and look forward to welcoming you aboard. Please feel free to contact me if you have any questions or concerns.

*On Behalf of My Ai Legal, Inc.*

By:

Name: John Doe

Title: CEO

Date:

**Accept the Job Offer**

By signing and dating this letter below, I, Jane Doe, accept the job offer of Store Manager at the Atlanta, GA office of My Ai Legal, Inc..

**Jane Doe**

By:

Name: Jane Doe

Date: