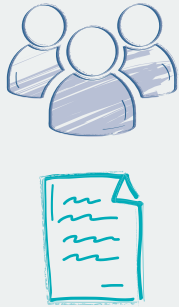


Littler X-celerator



Littler X-celerator provides employers with tools to help them comply with state and federal employment laws when hiring and maintaining a workforce. Littler X-celerator delivers the knowledge and experience of our employment lawyers who have helped thousands of companies of all sizes by providing critical employment documents.



The package covers the full life cycle of an employment relationship, including:

- ✓ Template employment application
- ✓ Performance management documents
- ✓ Permissible interview questions
- ✓ Personnel file guidance
- ✓ Offer letter
- ✓ Sample EEO policy
- ✓ New employee checklist
- ✓ Termination letter and checklist

The template documents available with Littler X-celerator have built-in guidance from Littler's attorneys on how to effectively use them, minimizing the amount of time employers need to engage attorneys or otherwise navigate through the nebulous patchwork of federal and state employment laws.

(DATE)

Dear (NAME),

We are pleased to offer you the position of (POSITION) at (INSERT NAME OF COMPANY) (the "Company") a full-time position (SUPERVISORY EMPLOYEE'S JOB TITLE), or as otherwise directed. Subject to all conditions imposed in this offer letter, your start date will be as of (DATE) ("Start Date").

You will report for work to the Company's (LOCATION) at (ADDRESS). You will report directly to the (SUPERVISORY EMPLOYEE'S JOB TITLE). During the term of your employment, you shall devote your time, skill, and attention to your duties and responsibilities and shall perform them faithfully, diligently, and competently. In addition, you shall comply with the operating policies, procedures, and practices of the Company in effect during your employment. The Company may change your position and duties from time to time, as deemed necessary at the sole discretion of the Company.

(CONSIDER MAKING EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF BACKGROUND AND REFERENCE CHECKS)

Salary: You will receive a monthly gross salary of \$XXXXXX which is equivalent to \$XX,XXX annually ("Base Salary"), which is payable bi-weekly, less all applicable withholdings, and subject to, among other things, your continued employment with the Company.

At-Will Employment. Your employment with the Company is for no specified period and constitutes at-will employment, meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause. Any contrary representations that 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 job 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

When Compensation
check rate should not be used for exempt employees.
Full-time positions in California require a salary that has been the minimum wage in 2020, otherwise minimum wage increases to \$15.00 per hour for employees with 20 or more employees and \$12.00 for employees with 20 or more employees in California. An employee with 20 or more employees must receive the greater of the minimum wage or the applicable minimum wage for 2020 in 2020 and for employees with 20 or more employees. The minimum is \$24,000. Instead, in order to qualify for the exemption, the employee must also meet the requirements. This must be performed in a certain order and must perform a sufficient quantity of each work activity.
Employees should also note that certain cities in California have even higher minimum wages.

Littler X-celerator makes sense both legally and economically. It helps entrepreneurs and small and emerging businesses get their operations running and provides guidance regarding a wide range of employment rules and regulations. This innovative toolkit is a cost-efficient way for growing businesses to invest in their long-term success.

States Offering Littler X-celerator

Littler X-celerator is currently available in California and will soon be available in additional jurisdictions.

At Littler, we understand that workplace issues can't wait. With access to more than 1,600 employment attorneys in over 90 offices around the world, our clients don't have to. We aim to go beyond best practices, creating solutions that help clients navigate a complex business world. What's distinct about our approach? With deep experience and resources that are local, everywhere, we are fully focused on your business. With a diverse team of the brightest minds, we foster a culture that celebrates original thinking. And with powerful proprietary technology, we disrupt the status quo – delivering groundbreaking innovation that prepares employers not just for what's happening today, but for what's likely to happen tomorrow. For over 75 years, our firm has harnessed these strengths to offer fresh perspectives on each matter we advise, litigate, mediate, and negotiate. Because at Littler, we're fueled by ingenuity and inspired by you.