



Technology for Better Buildings

DATE

Candidate Name

Address

Dear :

I am pleased to offer you the position of XXXXXX with LONG Building Technologies, Inc.'s City, ST Office. Upon acceptance, we look for your start date to be XXXXXX. You will be a non-exempt employee on a semi-monthly payroll schedule. You will report to me. You will be paid \$\$ per pay period.

This offer is conditional, upon your successful completion of LONG Building Technologies, Inc.'s pre-employment screening process, including drug screening, background verification, reference check, and motor vehicle record review if you will be designated a LONG Driver. Employment with LONG is contingent upon the receipt of a negative drug test that should be completed prior to your first day of employment. You will also be required to complete, within three days of hire, an I-9 form and submit documents that will confirm your identity and eligibility for employment in the United States. Failure to complete these tasks within first week of employment could lead to termination of your employment with LONG. If you accept our offer, we suggest that you not give notice of resignation to your current employer until we have notified you that all components of our pre-employment screening process have been satisfactorily completed.

You will be eligible for most benefits offered by LONG Building Technologies, Inc., on the first of the month following thirty days of consecutive employment. Some benefits have different eligibility requirements and costs to employee that will be discussed with you within your first week of hire. LONG Building Technologies, Inc., reserves the right to change, modify, eliminate, or add benefits without prior notice to employees. Benefits include but are not limited to: health insurance, life insurance, vacation and holiday time off, tuition reimbursement, 401(k) Plan, and Long Term Disability Policy.

LONG Building Technologies, Inc., is an equal opportunity employer. We recruit and employ the most qualified people available without regard to race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation, military service, or other categories protected in accordance with applicable state and federal laws, regulations, and/or executive order, unless it is a bona fide occupational qualification (BFOQ).

The information in this letter is not intended to constitute a contract of employment, either express or implied. Your employment with LONG Building Technologies, Inc. is at-will and either you or the Company may terminate the relationship at anytime. This letter, along with the



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terms stated on your signed application form, constitutes LONG Building Technologies, Inc.'s entire offer.

Please acknowledge your acceptance of this offer by signing and returning one copy of this letter to Robbin Robbins, Human Resources, via mail, in person, or fax (303-975-2163). This offer of employment expires at 4pm Mountain Time on XXXXXX.

It is a pleasure to extend this offer of employment to you. If you have any additional questions, please contact me at XXXXXXXX.

Your building technology partner,

Supervisor Name
Title

Accepted By

Date