OAK & FINCH

THOUGHTFUL WORK, CAREFULLY MADE

Northstar Systems · Mara Klein · 4 August 2026 · Ref. NS-025-2026

Offer Letter

A personalized employment offer summarizing the role, compensation, start date, key conditions, required actions, and acceptance.

Offer summary

State the offered role, employing entity, manager, location, expected start date, and acceptance deadline.

Document control	Detail
Owner	Mara Klein
Reference	NS-025-2026
Effective date	4 August 2026
Status	Ready for review

Compensation and benefits

Summarize base compensation, payment frequency, variable pay, benefits eligibility, leave, and governing plan documents. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Conditions and checks

Identify required right-to-work evidence, background checks, references, confidentiality, policies, and any contingencies.

Outcome	Evidence	Assessment	Next action
Conditions and checks	Evidence recorded	Meets expectations	Confirm owner
Development	Review discussion	In progress	Agree milestone

Employment terms

Reference hours, probation if applicable, notice, governing employment agreement, intellectual property, and policy changes. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Acceptance and next steps

Explain how to accept, whom to contact, onboarding actions, required documents, and signature requirements. **Review record:** Assign the owner, evidence, dependencies, decision date, and next action.

Approval and signatures

By signing, the parties confirm that they have reviewed the document and accept the recorded decision or terms.

> **Review notice:** Review and adapt this template with qualified professional advice before relying on it.

Name *

Title or role *

Signature *

Date *