**INTERNSHIP WITH DOCRACY INC.**

Dear First name:

It gives me great pleasure to offer you a Summer Internship position at Docracy Inc **(the “Company”).** In addition to confirming the offer, this letter will describe the terms and conditions of your employment.

Title: Your title will be Summer Intern and you will report to Name of direct report or as otherwise directed by the Company CEO.

Duties: You will assist with making Docracy even more awesome by expanding our library of standard agreements, managing and developing our growing community of users, shaping our brand identity through our blog and social media, organizing great events, and much more!

Effective Date: Your employment will begin on Start date and end on End date.

Compensation/Part Time Employee: Your compensation will be $Specify monthly compensation per month **(less all applicable taxes and withholdings).** You will be paid in accordance with the Company’s prevailing payroll practices.

Employment Verification: Pursuant to federal law, this offer of employment is conditioned on your ability to provide satisfactory proof of your eligibility to work in the United States within three days of your first day of work.

Confidentiality: During your employment and **(if your employment is discontinued for any reason whatsoever)** thereafter, you agree to keep strictly confidential all trade secrets and information that the Company holds proprietary or confidential. You also agree that as a condition of your employment, you will sign, and comply with, a company-standard Employee Proprietary Information and Inventions and Non-Competition Agreement, including the related arbitration agreement. You further agree to follow the Company’s strict policy that employees must not disclose, either directly or indirectly, any information, including any of the terms of this letter, regarding compensation to any person, including other employees of the Company; provided, however, that you may discuss the terms of this letter with members of your immediate family and any legal, tax or accounting specialists who provide you with individual legal, tax or accounting advice.

You understand and agree that any breach by you of the provisions in this section could cause the Company to suffer irreparable harm and no adequate remedy at law would be available in respect thereof. Accordingly, you agree that upon any such breach, the Company shall be entitled to seek equitable relief, as well as such further relief as may be granted by a court of competent jurisdiction.

Employee Representations: You represent that:

* you are not a party to any agreement that would prohibit you from entering employment with the Company.
* no trade secret or proprietary information belonging to your previous employers will be disclosed by you at the Company and that no such information, whether in the form of documents, memoranda, software, drawings, etc., will be retained by you or brought with you to the Company; and
* you have brought to the Company’s attention and provided it with a copy of any agreement, order of any court or administrative body or any other similar item that may impact your future employment at the Company, including but not limited to any non-disclosure, non-competition, non-solicitation, or invention assignment agreements containing future work restrictions.

At-Will Employment: Your employment with the Company is “At-Will.” This means that you have the right to terminate your employment at any time and for any reason.

Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any level or nature of compensation.

This letter **(together with the NDA)** reflects the entire agreement regarding the terms and conditions of your employment. Accordingly, it supersedes and completely replaces any prior oral or written communication on this subject. This letter may not be modified or amended except by a written agreement, signed by the Company and by you. The offer described above is contingent upon the results of your reference/background check.

We look forward to having you join us, and we expect that our relationship will be mutually rewarding. To confirm your acceptance of this offer, please return a signed copy of this document.

Please sign and return this letter to the Company by Expiration date confirming your acceptance of the position. If this letter is not received by said date, the offer will be considered retracted.

Sincerely,

Matt Hall