Date

Dear {Sales Professional’s Name},

Mytech Partners, Inc. is very excited to offer you the position of Sr. Business Technology Advisor. Our compensation proposal is outlined below.

**Base Salary:** $70,000 per year – paid on the 15th and last day of the month.

**First 6 months Guarantee:**  During the first 6 months of employment Mytech will extend a $2500/month commission guarantee, paid bi- weekly – this will provide a $100,000 annual compensation run rate through the first 6 months of employment. During this period Mytech will expect the following activities to be completed:

* First 90 Days of Training and Focus:
	+ Complete defined training of Mytech sales tools (e.g. Connectwise, Quosal, QBR’s etc.)
	+ Complete Mytech Sales Product and Services training.
	+ Personally set and perform 6 first meetings (Mytech management staff will assist with in person meeting).
	+ Be proficient at performing Mytech First Meeting methodology, validated by Mytech management.
	+ Be proficient at presenting Mytech Value proposition for Mytech Management Programs, validated by Mytech Management.
* Activity Management during Guarantee Period:
	+ Lead generation activities, such as networking, association engagement, asking for referrals, and First Meeting targets.
	+ Current and accurate activity and opportunity management.
	+ Development of a Quality Pipeline of Managed Services and Project Services.
	+ Target client acquisition of 1-2 new clients during the first 6 months.

**Bonus & Commission:** Once you are off the guarantee, Mytech Partners, Inc. will pay 2.5% of Project Services Revenue and 7% of Gross Margin for Product/Recurring Product commission – reference the attached Invitation Letter. Mytech calculates commission based on the invoicing in the respective month. Mytech considers the calculated commission earned and then paid in the third month following the calculation of the commissions (providing 60 – 90 days for collections) – i.e. Commissions calculated for the month of January will be considered earned and paid in the month of April.

Once you are off the guarantee, Mytech Partners, Inc. will pay a “New Client Signing Bonus” – reference the attached Invitation Letter.

You can choose to come off the guarantee prior to the 6 month period expiring, however you cannot go back ON the guarantee. Commission is subject to change annually.

**Health/Dental/Vision Benefits:** Mytech Partners, Inc. will pay up to $400 monthly toward your medical premium. In addition, Mytech Partners will contribute $75 monthly towards the Mytech Health Savings Account (H.S.A.). Mytech Partners will also pay up to $60 dollars for Dental and pay up to $8 for Vision. Mytech Partners will also pay 100% towards your Short Term, Long Term, and Group Term Life insurance. All benefits will be effective the 1st of the month following 60 days of employment.

**401K Program:** Mytech offers a match up to 4 percent contribution; 3% = 3% match, 4% = 3.5% match and 5% = 4% match. Employees are eligible after 12 months of full-time employment, determined by federal guidelines.

**Personal Time Off:** After 30 days of employment you are eligible to use up to 18 days PTO annually (prorated based on your start date), plus an additional 1 day of PTO for every additional full year of employment capped at 30 days annually. During your first 5 years of employment a portion of the PTO benefit will be granted at the beginning of each year, with the remainder being accrued each pay period. After completing 5 years of employment all PTO benefits will be granted at the beginning of the calendar year.

**Holidays:** Depending on how the holidays fall, we have between 7 and 9 paid holidays per year.

**Continuing Professional Education:** Mytech Partners, Inc. would like to encourage you to complete trainings associated with your position. We will work with you to provide materials, training, and certification programs that are appropriate.

**Review:** A performance review will be completed after 90 days in this new position and annually thereafter.

**Business Use of Personal Cell phone:** Mytech Partners, Inc. will pay a cell phone reimbursement of $50/month towards the business use of a personal cell phone.

**Personal Vehicle Use:** Mytech Partners, Inc. will pay a mileage reimbursement in the amount of 50 cents per mile for use of a personal vehicle when traveling on company business.

This is an offer of At-Will employment by Mytech Partners, Inc. and is not intended to create a contract for any particular term of employment. Without limiting the foregoing, by signing below the undersigned applicant acknowledges that their employment may be terminated at any time, with or without cause. In order to be eligible for other positions within the company you must be in your current position for a minimum of one year. Mytech Partners reserves the right to eliminate or modify any of its benefits at any time.

Employment is contingent upon results of a State background check and acceptance of Mytech’s non-solicitation and non-disclosure agreement. If you would like to accept this job offer, please review, complete and sign below and the forms attached and email/fax back as soon as possible. The courtesy of your reply is requested by end-of-business on **Wednesday September 18th 2019**. We would like to have you start as soon as you are able, but no later than October 7th 2019.

We sincerely hope that you will accept this job offer and we look forward to having you as part of our team. Feel free to call if you have further questions.

Nathan Austin

VP of Business Development

**Mytech Partners Inc.**

[www.mytech.com](http://www.mytechpartners.com)

cc: HR, Department Manager

I accept the above offer of employment with Mytech Partners Inc., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date