Eleanor M. Whitfield
Chief People Officer · Northline Studios, Inc.

1100 Fifth Avenue, Suite 820
Seattle, WA 98101
(206) 555-0142
eleanor.whitfield@northlinestudios.com

DATE
20 April 2026

REFERENCE
HR-2026-1184

ADDRESSED TO
Ms. Anika Patel
Senior Product Designer (candidate)
742 Evergreen Terrace
Apartment 4B
Portland, OR 97209

Re: Offer of Employment — Senior Product Designer

Dear Ms. Patel,

It is with great pleasure that I extend this formal offer of employment for the position of Senior Product Designer at Northline Studios, reporting to the Head of Design. Your portfolio review, technical interview, and conversations with the design leadership team were overwhelmingly positive, and we are excited about the perspective you will bring to our growing team.

Your starting annual salary will be $142,000, paid semi-monthly, along with a signing bonus of $8,000 payable after ninety days of continuous employment. You will also be eligible to participate in our employee stock option plan, comprehensive health and dental benefits, a 4% matched retirement contribution, and our annual professional development stipend of $2,500.

Your proposed start date is Monday, 18 May 2026, at our Seattle office, with the option to work remotely up to two days per week. Please review the enclosed offer packet, which includes the full employment agreement, benefits summary, and relocation assistance details.

To accept this offer, please sign and return the employment agreement along with the

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completed I-9 documentation no later than Friday, 1 May 2026. If any of the terms need clarification or adjustment, please don't hesitate to reach out to me directly — we want this transition to work well for you.

We are genuinely looking forward to welcoming you to the team. Congratulations again, and please let me know if there is anything I can do to make the next few weeks smoother.

Warm regards,

Eleanor M. Whitfield
Chief People Officer
Northline Studios, Inc.

ENCLOSURES

- Employment Agreement (12 pages)
- Benefits Summary 2026
- Relocation Assistance Policy
- Form I-9 and W-4

CC

- Marcus Chen, Head of Design
- Priya Raman, Design Operations