
Global Research & Development

November 3, 2006

Dear

Congratulations!

All who interviewed you were impressed by your background and experience and look forward to your arrival. We have confidence that you will find an interesting and stimulating environment in which you will experience both challenge and opportunity to learn and develop.

This letter and its accompanying enclosures confirm the terms of our offer.

Salary

This position will be at an annual salary of , payable semi-monthly.

Vacation

Over the course of your first year of employment, you will accrue three weeks vacation. You may use this in accordance with our vacation policy.

Benefits

offers one of the finest benefits programs in the industry, including opportunities to share in the long-term success of the company. This flexible benefits program provides you with the option to elect medical, dental, life and long-term care insurance for you and your eligible dependents, as well as long-term disability and flexible spending accounts. Under this program, you create a tailored, comprehensive package that meets the needs of you and your family. We continually review our benefits program to ensure it meets the needs of our employee population and current benefit offerings may change. also offers a 401(k) Savings and Investment Plan, a pension plan, and a number of other financial, educational and work/life balance programs. Complete details and enrollment information will be included with your New Employee Welcome Packet, which you will receive upon confirming a start date.

Relocation Benefits

You will be eligible for assistance with your relocation consistent with the Company's relocation policy. Enclosed is a high-level summary of your relocation benefits. A Relocation Counselor from will contact you shortly to review your benefits and the relocation process to assist you as you consider this employment offer.

Offer Contingencies

In accordance with policy, this employment offer is contingent upon your successfully completing background verification process, passing a test to detect illegal drug use, and documenting your authorization to work in United States as required by the U.S. Citizenship and Immigration Services.

Background Verification Program – This program will verify the information you have provided concerning your prior employment and education. Also, to provide a safe working environment for our employees, we will perform a criminal history check and verify your identity. Once you have notified us of your acceptance,

you will receive a prompt from the background verification vendor, who will coordinate the investigation.

Pre-employment Drug Testing – Once you have notified us of your acceptance, please also contact to schedule this test at our expense at a time and place convenient for you. Please arrange for the drug test within **48 hours** of accepting this offer. You will need to bring a picture ID with you on the day of your test.

Call , Monday – Friday, 8:00 am – 5:00 pm E.S.T., at and ask for . Provide with the following information:

Account Number:
Cost Center:
Human Resources Associate:

will coordinate the drug test.

Documentation to establish eligibility to work in the U.S. – You will be required to provide documentation that will establish your identity and legal authorization to work in the United States. Enclosed is a copy of the federal government's form (I-9), which you will be asked to complete on your first day at . Please review and familiarize yourself with the necessary documents that you must bring with you on your first day for I-9 purposes.

This letter, and its accompanying enclosures, sets out the complete terms of our offer to you and shall not be construed as a contract of employment for a fixed period of time. Your employment is at-will which means that you or are free to end your employment at any time.

, you have made a wonderful impression on the people who met you, and we are eager to have you join us. Once you have made a decision, please complete and return the enclosed offer response form in the return envelope by **December 1, 2006** to Operations Associate, fax number

Please do not hesitate to call me at if you have any questions.

Sincerely,

Senior Advisor, Human Resources

cc:

Attachments:

- Offer Response Form
- 2006 Benefits Sheet
- Relocation Summary Sheet
- Employment Agreement – Read Only
- I-9 Form
- Return Envelope

Offer Response Form

I have received _____ employment offer. Based on the terms and conditions outlined in the offer letter dated **November 3, 2006**, for requisition number _____ I have made the following decision:

Accept

Decline

If you have accepted, please complete the following:

Date of birth: _____

Social Security Number: _____

Work Authorization:

US Citizen

Permanent Resident

If neither, is work authorization needed? Yes No

Please provide authorization details:

Current Visa Type/Holder (Company-sponsor) _____

Current Visa Expiration Date _____

Has original Visa been extended? Yes No

If relocation applies, please answer the following questions:

Homeowner: Yes No

Married/Domestic Partner: Yes No

Number of Tax Dependents Relocating: _____

Signature _____ Date _____

****Your start date is contingent on passing the drug screen and background verification. Do not give notice to your current employer until you have received notification of clearance and a start date has been verified.**

****If your address and contact information changes between the time you receive this offer and your start date, it is critical that you provide your updated address to your recruiter. If this information is not in our systems prior to your start date, it could delay your benefits enrollment.**

Please return the signed response form in the enclosed envelope or fax it to