



November 19, 2021

Re: Matthew Heick – Adjustment

Dear Matthew,

I am pleased to confirm the details of your base pay adjustment below:

- Effective **December 1, 2021**, your new annualized base salary will be **\$112,000** and you will continue to be paid semi-monthly per the standard payroll processes.
- Your annual bonus target will remain at 5% of your base earnings.
- With this change, your new Total Target Cash Compensation is **\$117,600**.

Thank you for your commitment and contributions and we look forward to your future successes!

Best Regards,

A handwritten signature in blue ink, appearing to read "K. Connors".

Kelly Connors
Sr. HR Business Partner