



Notion

Jan 20th, 2026

[REDACTED]
[REDACTED]
[REDACTED]

Re: Offer of Employment – Senior Software Engineer, [REDACTED]

Dear [REDACTED],

On behalf of Notion Labs, I am very pleased to extend this formal offer of employment. Following your conversations with our engineering leadership and the hiring panel, we are confident that your background [REDACTED] and your passion for scalable infrastructure make you an outstanding fit for [REDACTED] team. We look forward to what you will bring to Notion.

POSITION DETAILS

Job Title: Senior Software Engineer, Platform Infrastructure

Department: [REDACTED]

Reports To: [REDACTED]

Employment Type: Full-Time, Exempt

Work Location: [REDACTED]

Start Date: Feb 12, 2026

COMPENSATION & BENEFITS

Your annual base salary will be **\$235,000 USD**, paid on a bi-weekly basis. You will be eligible for a discretionary annual performance bonus with a target of **20% of your base salary**, subject to company and individual performance metrics as determined by leadership.

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

INTERNAL REFERENCE – HR USE ONLY

Headcount Approval ID: [REDACTED]
Compensation Band: [REDACTED]
Requisition Number: [REDACTED]
Approving Executive: [REDACTED]

CONDITIONS OF EMPLOYMENT

This offer is contingent upon (a) satisfactory completion of a background verification consistent with [REDACTED]

This offer letter does not constitute a contract of employment for any fixed term. Employment at Notion Labs is at-will, meaning either party may terminate the relationship at any time, with or without cause or notice.

Please indicate your acceptance by signing and returning this letter no later than **Feb 24, 2026**. We ask that you keep the terms of this offer confidential.

We look forward to welcoming you to Notion.

Sincerely,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CANDIDATE ACKNOWLEDGEMENT

By signing below, I, [REDACTED], confirm that I have read, understood, and accept the terms of this Offer of Employment.

Signature: _____

Date: _____