

# 512 Hosting

Austin, Texas | 512hosting.com

---

May 1, 2026

**Keyon Ward**

**Re: Offer of Employment — Tech Support Specialist (Full-Time)**

Dear Keyon,

We are pleased to offer you a full-time position as a **Tech Support Specialist** at 512 Hosting. We look forward to having you on the team. The full details of this offer are outlined below.

## Position

---

**Title:** Tech Support Specialist

**Type:** Full-Time (40 hours per week)

**Anticipated Start Date:** June 16, 2026

**Reports To:** 512 Hosting Management

## Compensation

---

**Hourly Rate:** \$31.95 per hour

**Pay Schedule:** Paid on 512 Hosting's regular payroll cycle.

Overtime, where applicable, will be paid in accordance with the **Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.**, requiring non-exempt employees to receive one and one-half times their regular rate for all hours worked over 40 in a workweek.

## Benefits

---

As a full-time employee, you will be eligible for the following benefits, subject to the terms and conditions of each applicable plan:

- **Health Insurance:** Company-sponsored medical health insurance coverage.
- **Dental & Vision:** Dental and vision insurance coverage.
- **Paid Time Off (PTO):** 80 hours (2 weeks) of paid time off per year, accrued in accordance with 512 Hosting's PTO policy.
- **Paid Holidays:** Paid company holidays as designated by 512 Hosting's holiday schedule each calendar year.
- **401(k) Retirement Plan:** Eligibility to participate in 512 Hosting's 401(k) retirement savings plan, subject to plan terms and any applicable waiting periods.

Full details regarding each benefit plan will be provided during onboarding.

## Offer Revocation

---

This offer of employment is conditional and may be withdrawn by 512 Hosting at any time prior to your first day of employment, at 512 Hosting's sole discretion, including but not limited to the following circumstances:

- Failure to satisfy any pre-employment conditions, including I-9 employment eligibility verification.
- Elimination or restructuring of the position due to business needs.
- Discovery of information that would have affected the hiring decision.
- Failure to complete or pass any required onboarding steps.

By accepting this offer, you acknowledge that no employment relationship is created until your first day of work, and that this offer does not constitute a guarantee of employment for any specific duration.

## Start Date Modifications

---

512 Hosting reserves the right to adjust the anticipated start date of June 16, 2026 for legitimate operational business reasons. Should a start date change become necessary, we will notify you as soon as reasonably practicable and will work with you in good faith to agree on a mutually acceptable revised date.

## Employment Eligibility Verification (Form I-9)

---

As required by the **Immigration Reform and Control Act of 1986 (IRCA), 8 U.S.C. § 1324a**, all new employees must complete **Form I-9** and present acceptable documentation establishing both identity and employment authorization no later than the first day of employment.

Acceptable documents include:

- **List A Documents** (establish both identity and work authorization) — e.g., U.S. Passport, Permanent Resident Card, Employment Authorization Document (EAD).
- **List B + List C Documents** (presented together) — e.g., State-issued driver's license or ID card (List B) paired with a Social Security card or birth certificate (List C).

512 Hosting will not request specific documents or discriminate based on document type under **8 U.S.C. § 1324b**.

**Important:** If you are in the process of obtaining or replacing a required document, please notify HR as soon as possible. 512 Hosting will work with you in good faith and may adjust your start date where legally permissible.

## Equal Opportunity

---

This offer has been extended without regard to race, color, religion, sex, national origin, age, disability, or any other characteristic protected under **Title VII (42 U.S.C. § 2000e)**, the **ADA**, the **ADEA**, and the **Texas Labor Code Chapter 21**.

## Acceptance

---

Please sign and return this letter within **14 calendar days** of the date above. Your signature confirms your understanding and acceptance of all terms set forth herein. If we do not receive a signed copy within 14 days, this offer will be considered withdrawn.

We are excited to have you join 512 Hosting, Keyon. Please don't hesitate to reach out to HR with any questions.

Sincerely,



**Shira Katz**

Human Resources, 512 Hosting

Date: May 1, 2026

---

## CANDIDATE ACCEPTANCE

I, Keyon Ward, have read, understand, and accept the terms and conditions of this offer of employment, including the offer revocation and I-9 verification provisions above.

Signature: \_\_\_\_\_

Printed Name: Keyon Ward

Date: \_\_\_\_\_