



# Offer Letter

December 22, 2015

Mark Kruschwitz  
12320 Juanita Dr NE  
Kirkland, WA 98034

Dear Mark:

I am pleased to extend an offer to you to join Comcast in the role of Enterprise Direct Sales Account Executive.

We are excited about the prospect of you joining our Company and believe that your skills and experience will enable you to fit nicely with our team. In your new role, you will report directly to me and will be based at our Seattle office. As discussed, I anticipate your start date to be January 18, 2016.

Your initial annualized salary for this exempt position will be \$65,000.00, less applicable taxes and withholdings. Base salaries generally are reviewed on an annual basis, in connection with the Company's performance review process. You will be eligible for your first performance/merit review in March 2017, for calendar year 2016. You also will be eligible to earn commissions in this position, in accordance with the terms of a Company-established commission plan, and such plan may be amended from time to time. Currently, your annual total target compensation will be \$115,000.00.

We are pleased to offer you a comprehensive benefits package, which includes health and group benefits as well as a very attractive 401(k) match. More detailed information about your benefits and how to enroll will be sent to your home in the coming weeks. Most benefits will become effective on your 91st day of employment.

If you are planning to add dependents to your health care coverage, you will be required to provide documentation in order to verify your relationship with the covered dependents, in accordance with applicable law. Required documentation may include marriage certificate, birth certificate, prior-year federal tax return, or other types of documents that verify the eligibility of your dependent(s) (including documentation to establish a common law marriage, domestic partnership and/or custodial relationships). You may want to start gathering relevant documents, if they are not currently available. The Dependent Verification Center will follow up with you as necessary to complete the process.

Comcast offers a 401(k) Plan that allows you to contribute from 1% to 50% of your pay on both a pre- and post-tax basis, subject to applicable caps and eligibility requirements. The plan gives you the choice of contributing to the traditional, pre-tax 401(k) option, a Roth 401(k) option (after-tax), or a combination of the two. To help you achieve your retirement goals, on the first of the month following your completion of three months of service, you will be automatically enrolled in the traditional, pre-tax 401(k) option at a rate of 3% of your pay, unless you have previously selected a different percentage or amount. You also can opt out of participation and/or sign up for Roth 401(k) contributions by submitting an election prior to your participation effective date. The Plan also offers an Annual Increase Program, where, if you remain automatically enrolled at 3%, your contributions will increase by 1% each year up to a maximum of 10% unless you take action.

Under the current retirement plan provisions, the Company will match up to 100% of the first 4.5% you contribute. If you do not make an election from the Plan's available investment funds, both your contributions (pre- or post-tax) and the Comcast Company matching contributions will be invested in the Vanguard Target

Retirement Trust Plus Fund that is most appropriate based on your age. Information on the Plan, including details on the Plan's investment options, will be sent to you at your home by Fidelity Investments, our Plan's Administrative Service Provider, on or around your 60th day of employment.

You also will receive information on Comcast Shares, the Employee Stock Purchase Plan (ESPP), which offers the opportunity to purchase shares of Comcast stock at a 15% discount, subject to certain holding and other restrictions. You will be eligible to enroll in this Plan during the quarterly enrollment period following the completion of 90 days of employment.



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The Company continuously reviews its compensation and benefits programs in an effort to address business needs. As a result, there may be modifications from time to time to the Company's compensation and benefits programs. In the event changes are made, you will be notified in accordance with the Company's policies and procedures.

As a condition of employment, you will be required to satisfactorily complete a pre-employment drug screening test, as well as a background check. Please note you will receive an email regarding the drug screen directly from our partner, eScreen. Upon notification from eScreen you will have 2 business days to complete the test. Also, a separate notification will be emailed directly from our background check partner, CARCO. Again, you will have 2 business days to complete the required information for CARCO to perform the background check.

Comcast has a dispute resolution program for its employees, known as Comcast Solutions, which provides a three-step process (facilitation, mediation and binding arbitration) for resolving a variety of workplace legal issues should there be any that arise between you and the Company during or after your employment. A brochure with information and directions on how to obtain additional information related to the program is being provided to you along with this offer letter. Please review this information carefully, as the program affects the legal rights of both you and the Company (including a waiver of the right to bring a civil action in federal or state court or before a civil judge or jury, as well as a waiver of the right to bring or participate in a class action, collective action or representative action). If you cannot locate the brochure, have any questions or need additional information regarding Comcast Solutions, please call, toll free, 855-838-4180, or email to Comcast\_Solutions@cable.comcast.com. By accepting this offer of employment with the Company and signing below, you acknowledge that you understand the terms of the Comcast Solutions program and also acknowledge that both you and the Company agree to participate in and be bound by the terms of the Comcast Solutions program.

It should be noted that the above description of your wage, job title, benefits and other information in this letter is not intended to create a contract for a specific term of employment and that your employment with Comcast is at-will. Further, any oral or written promises or commitments made during the pre-hire process are not valid unless contained in this offer letter.

Finally, you represent that your employment with Comcast does not breach, or otherwise violate or contravene, the terms of any employment or other agreement or policy to which you are a party or otherwise bound, such as a non-compete agreement with a current or previous employer. You understand and acknowledge that any misrepresentation by you during the prehire process or thereafter may result in the rescission of this offer or termination of employment, or other appropriate action.

If you are in agreement with the terms contained herein, please sign, date and return the enclosed copy of the offer letter no later than December 24, 2015. If you have any questions regarding your offer letter, you may contact Shayla Costa at 720-267-2390.

On your first day of employment, please bring documents that establish identity and proof of eligibility to work in the United States. You are permitted to choose from any of the eligible documents identified on the I-9 enclosure for purposes of satisfying your I-9 requirements. I look forward to your acceptance and to working with you in a very exciting and challenging environment.

Sincerely,

*Kim Myers*

Kim Myers  
Manager, Enterprise Direct Sales

Accepted: \_\_\_\_\_

**Mark Kruschwitz**

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



# Offer Letter

**New Employee Acknowledgement Regarding  
Non-Compete and Confidentiality Agreements**

I represent that my employment with Comcast Cable Communications, L.L.C., (“Comcast” or, the “Company”) does not breach, or otherwise violate or contravene, the terms of any employment or other agreement or policy to which I am a party or otherwise bound, such as a non-compete/non-solicitation agreement with a previous employer. I also represent that, during the course of my employment with Comcast, I will not be engaged in any activity that is in competition with Comcast or any of its controlled affiliates.

I understand that Comcast does not wish to acquire, or for me to use in connection with my employment, any trade secret or proprietary information of others (including a previous employer) known to me, and I agree to maintain such trade secrets and other proprietary information in strict confidence and not to disclose it to Comcast or any of its employees and/or agents or to use it in the course of performing my duties for the Company.

I further understand that any misrepresentation or failure on my part to comply with the terms and conditions set forth herein may result in disciplinary action up to and including termination.

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Employee’s Full Name

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Employee’s Signature

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Date

**Return signed offer letter to:**

**Shayla Costa**  
**Email: [Shayla\\_Costa@cable.comcast.com](mailto:Shayla_Costa@cable.comcast.com)**  
**Fax: 720-267-3095**