

# DOVE COMPANIES

From the desk of  
Ms. Lara Cohen,

I am pleased to extend an offer of employment from Dove. As discussed, I would like to welcome you aboard in a full-time, receptionist position.

In your new role, you will report to Lara Cohen owner and CEO of Dove Companies. If you accept our offer, we anticipate that your first day of employment (At the office) will be November, 6th 2019. We look forward to welcoming you aboard. As you already know, from previous communications, you will be working away from the office for the first week, while helping with the final preparations for the launch for the company. During this week you would be running errands on behalf of the organization.

You will receive an annual base salary of \$55,000, which will be paid weekly. Simplifying this, your salary will be \$25/hr. You would be working Mondays through Fridays. Hours will be communicated to you upon my arrival next week, but I expect it to be the standard 9am-4pm. This is also negotiable. You get an hour break in-between for lunch. The office is located very close to you. (At-least going by the address on your application) but, I shall be sending the actual address in the course of the week. Also, as regards the errand you would be running next week, you would be receiving a pay of 950 dollars for the work done during the week, which will be sent to you exactly a week from Tuesday, making your first payday November, 6th 2019.

Please be informed that a donation check of \$1495 will be coming your way on Tuesday. This check is payment towards the construction going on at the office, and as such, as soon as you receive the donation on Tuesday, please, notify me of the receipt and go ahead to deposit the payment at your bank. The payment normally takes 24 hours to clear. Once the payments have cleared, you would be deducting \$150 for miscellaneous expenses incurred during the week, such as, gas. It's important to note that this \$150 is not included in your salary for the week. The rest of the amount would be sent to the construction company handling the project at the office. I also personally await further instructions on the means of payment acceptable by the construction company, I should have that information in the coming days, as soon as I have that detail, you would be the first to know.

## Benefits

As a regular full-time employee working 30 or more hours per week, you will be eligible to receive all benefits provided to our staff, effective 30-days after your first day of employment. These include life and health insurance, 401(k) retirement, and others will be negotiated upon your resumption at the office.

Duties would include but not limited to the following,

Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.

Answering screening and forwarding incoming phone calls.

Receiving and sorting daily mail.

Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).

Provide basic and accurate information in-person and via phone/email.

We are thrilled to have you join our team. Our company works hard to create a work environment that supports its staff and that focuses on development of its employees. Based on our interactions with you thus far, we know that you'll make contributions to Dove Companies that will help us meet our goals. Please reply to this email to let us know if you accept and if you have any questions.

Signed,

A handwritten signature in black ink, appearing to read 'Lara Cohen', written in a cursive style.

Lara Cohen

CEO Dove Companies, LLC