11825 N Pennsylvania St, Carmel, IN 46032.



EMPLOYMENT LETTER

Date 08/04/2020

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Dear Telaya Jackson,

We are pleased to confirm your acceptance with our firm in the capacity of an Administrative Assistant / data entry. You will report directly to your hiring manager with your start date of training 08/05/2020. Full work will be scheduled 8AM–4pm.Monday through Friday. In order to successfully complete training, your attendance is mandatory! Failure to commit to the set required schedule training hours will result to suspension and or termination.

As informed, your base pay salary will be \$25 per hour during training. Upon successfully completing training, your pay will advance to \$50 per hour.

Also, you will be covered by the standard group benefit plans of Aetna and fringe benefits, which will be explained to you. For the first year vacation time shall be pro-rated, so you will be entitled to 21 working day's vacation for this year.

If you agree, please sign the enclosed copy and return for our files. We look forward to your joining the

company. Employe s Signature

Sincerely,

Gary Bhojwani Chief Executive Officer



Disclaimer

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