



EMPLOYMENT OFFER LETTER

January 27th, 2021

To Michelle Song,

Dear Michelle Song,

The **METRO GROUP**. Is pleased to offer you employment on the following terms:

1. Position: Your initial title will be **Data Entry Clerk** and you will initially report to Mr. Richard Parish, This is a full-time/part-time position. While you render services to the Company, you can still be engaged in any other employment, consulting, or other business activity (with part-time) that wouldn't create any conflict of interest with the Company. By signing this letter agreement, you confirm to the Company that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

2. Cash Compensation: The Company will pay you a starting salary at the rate of \$24.00 per hour and the training \$20.00-hr, Payable in accordance with the Company's standard payroll schedule. You will be receiving your salary either via check or the direct deposit whichever you specify during your hiring interview.

Reimbursement: You will be reimbursed For Any Money spent from Your Pocket for the company Sake within 24hrs.

3. Employee Benefits. After 2 months of working with the company, Benefits offered are Reimbursement for Medical Care, Doctor Services, Life and Employee Wellness, AD&D Insurance, and 401k plans. Paid Time Off and Holidays with Generous Company Discounts. Also, you will be undergoing a week of training and orientation which will commence as soon as you have all the working materials and you rest assured that you will be paid for it.

4. Stock Options: Subject to the approval of the Company's Board of Directors or its Compensation Committee, you will be granted an option to purchase 2 shares of the Company's common stock (Option). The exercise price per share of the Option will be determined by the Board of Directors or the Compensation Committee when the Option is granted. The Option will be subject to the terms and conditions applicable to options granted under the Company's 2018 Stock Plan (the "Plan"), as described in the Plan and the applicable Stock Option Agreement. You will vest in 25% of the Option shares after 12 months of continuous service, and the balance will vest in equal monthly installments over the next 36 months of continuous service, as described in the applicable Stock Option Agreement Including Sign up Bonus.

5. Data Entry Description:

You must have prior success in **Data Entry** position where you supported internal or external customers. You are looking for a friendly, supportive place to work, in a small company where your work can be appreciated. You want to work for a kind manager where nobody plays politics and everybody gets along.

You are hardworking, love your work, take pride in your accomplishments, love making customers happy, and have excellent attention to detail.

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients

From other organization to resolve moderately complex questions, inconsistencies, or missing data. Also perform Records keeping, keyboarding/Data Entry and performing a variety of other office tasks account balancing, invoicing recording, proper data analysis of sales records and recording pay slips into accounting database all these will be done through the use of the accounting Software, such as faxing or emailing confidently and positive attitude online from home.

You will undergo a "One-week training program" from your training supervisor that will enhance your ability and give you a simple sense of what you are employed for. He/She will be training you on how to work with the programs accurately and other Administrative Assistance works you will need to get done. Your training is going to be done online through your PC and PHONE.

Tax Matters.

(a) **Withholding.** All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law

(6) **Tax Advice.** You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

7. Interpretation, Amendment and Enforcement. This letter agreement is the complete agreement between you and the Company, contain all of the terms of your employment with the Company and supersede any prior agreements, representations or understandings (whether written, oral or implied) between you and the Company. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company. The terms of this letter agreement and the resolution of any disputes as to the

meaning, effect, performance or validity of this letter agreement or arising out of, related to, or in any way connected with, this letter agreement, your employment with the Company or any other relationship between you and the Company (the "Disputes") will be governed by USA law, excluding laws relating to conflicts or choice of law. You and the company submit to the exclusive personal jurisdiction of the federal and state courts located in any USA in connection with any Dispute or any claim related to any Dispute.

We hope that you will accept our offer to join the company. You may indicate your agreement with these terms and accept this offer by signing and dating the agreement letter and returning them to me. This offer, if not accepted, will expire at the close of business on 1/29/21 as required by law, your employment with the company is contingent upon your providing legal proof of any of your identity ID card and authorization to work in the United States e.g. Driver Licenses. Your employment is also contingent upon your starting work with the company on or when available to start.

I, _____, accept the terms and conditions of this contract.

Employee:

Signature _____ Date _____

**Yours Faithfully
Head Department.**



We look forward to a mutual rewarding association with you.

WARNING: All Documents received are licensed for Official use of the company only, all other rights are reserved. Any unauthorized Copying, duplicating, altering, editing is strictly prohibited and any such actions establishes liability for a civil action and may give rise to criminal prosecution.