

# Employment Agreement

THIS AGREEMENT made on 07/30/2021, between PEN CONSTRUCTION a corporation incorporated under the laws and Heather Leverett.

The Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration (the sufficiency and receipt of which are hereby acknowledged) the parties agree as follows:

- **Employment**

The Employee agrees that he/she will at all times faithfully, industriously and to the best of his/her skill, ability, experience and talents, perform all of the duties required of his/her position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the employer from time to time.

- **Position Title**

As a Virtual Personal Assistant, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

- Type and send Memo's to fellow employees and clients of the company
- Draft letters and send to the recipient at the employer's discretion
- Other duties as may arise from time to time and as may be assigned to the employee.

- **Compensation**

- As full compensation for all services provided the employee shall be paid at the rate of \$450 weekly this payments shall be subject to such normal statutory deductions by the Employer.
- Also a \$500.00 welfare package bonus every month.
- All expenses arising out of employee's personal credit cards or personal funds with the provision of appropriate receipts and documentation shall be reimbursed.

## • Performance Reviews

The Employee will be provided with a written performance appraisal at least once per year and said appraisal will be reviewed at which time all aspects of the assessment can be fully discussed.

## • Termination

- The Employee may at any time terminate this agreement and his employment by giving not less than two weeks written notice to the Employer.
- The employee agrees to return any property Pen Construction at the time of termination.

## • Entire Agreement

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements ;Lor understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto.

MICHEAL LOGNAN

A handwritten signature in black ink, appearing to read 'Micheal Lognan', with a long, sweeping diagonal stroke extending from the bottom left towards the top right.

PEN CONSTRUCTION

HEATHER DANIELLE LEVERETT

A handwritten signature in blue ink, appearing to read 'Heather Danielle Leverett', with a long, sweeping diagonal stroke extending from the bottom left towards the top right.

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