



EMPLOYMENT LETTER

11/30/2021

Dear Kasandra Birden,

We are pleased to confirm your acceptance with our firm in the capacity of a Administrative Executive. You will report directly to your hiring manager with your start date of training 12/01/2021. Full work will be scheduled 8:00 A.M to 04:00 P.M, 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 o termination.

As informed, your base pay salary will be \$25 per hour during training. Upon successfully completing training, your pa will advance to \$50 per hour. Also, you will be covered by the standard group benefit plans of Aetna and fring benefits, which will be explained to you. For the first year vacation time shall be pro-rated, so you will be entitled to 2 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.

Employee's Signature

Sincerely,

Tanzeel urRehman
Chief Operating Officer



Disclaimer

This message contains confidential information and is intended only for the individual named. If you are no the named addressee you should not disseminate, distribute or copy this e-mail. If you have received this e mail by mistake, please notify the sender immediately by e-mail and delete this e-mail from your system.

