

Budget Blinds, LLC   
19000 MacArthur Blvd. Ste 100  
Irvine, CA 92612

**EMPLOYMENT AGREEMENT LETTER**

Date ‎02/07/2022

Dear xxxxxxxxxxxxxx,

We are pleased to confirm your acceptance with our firm in the capacity of an Office/administrative Assistant. You will report directly to MR. Mark Toto, with start date of employment 02/08/2022. Full work will be scheduled between 9 a.m. to 12 Noon 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 $18.00 per hour during training. Upon successfully completing training, your pay will advance to $24.00 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 vacation for this year.

If you agree, please sign the enclosed copy and return.

We look forward to you joining the company.

xxxxxxxxxxxxxxxxxxxx\_

Employee's Signature

Yours Faithfully,

BRENT HALLOCK

Executive Vice President

**Disclaimer This message contains confidential information and is intended only for the individual named above. If you are not 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.**