



LETTER OF EMPLOYMENT

Our Ref: M99999MH1946PLC004768

TrustCare Health,
1659 Woodland
Ave Edison, NJ 08820,
United States.



December 7, 2022

Attn:

Dear: Luan Davis,

We take great pleasure in inviting you to be an integral part of TrustCare Health.

Congratulations! on being selected for the position of a **Data Entry** at TrustCare Health. We are enclosing herewith your letter of appointment, which may kindly be sent to us back with your signature in each page as a token of acceptance.

APPOINTMENT:

Your date of appointment would be effective as of 12.12.2022. As discussed during the interview, you will be working from home. Your appointment will commence after all your working materials are ready.

COMPENSATION:

As our (**Data Entry**), you will be entitled to an hourly salary starting pay of \$35.00 which indicates cost for your work with our company. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at TrustCare Health is dependent on your successful completion of the tasks that will be assigned by your supervisor.

Your salary will be reviewed after a period of a month in which it will be increased by 18%. The work employee manual will be coming alongside your working materials which you will purchase with the funds we will issue out to you. You will be entitled to other compensation and benefits in accordance with the company policy. Also, your salary will be reviewed periodically as per company policy.

POSITION:

Your initial title will be (**Data Entry**), while you render services to the company, you can still be engaged in any other employment, consulting or other business activity that wouldn't create any conflict of interest with the company.

Working hours are flexible (weekends included) if you meet up with the stipulated deadline for each assignment.



RESPONSIBILITIES:

In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of Bridge Haven Memory Care, whether directly or indirectly.

We at TrustCare Health are committed to ensure "Integrity" in all aspects of its functioning. Please ensure that you comply with the policies of the company as they form an integral part of the terms of employment with TrustCare Health. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced from time to time. As and when this happens, the company will notify you and you will be required to comply with the same.

In connection with your employment and during the term of your employment you shall disclose and assign to TrustCare Health as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the policies of the company in relation to intellectual property

EMPLOYEE:

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 the company. As required by law, your employment with the company is contingent upon your providing legal proof of any identity ID card e.g., driver license, etc. Yours sincerely,

For TrustCare Health

Philip Coburn

Philip Coburn- General Manager



Employee's full Name _____

Date. _____

Employee Signature _____ Provided for reference only.

@HR Council for **TrustCare Health**