

452 5th Ave,

New York, NY 10018, United States

**EMPLOYMENT OFFER LETTER**

* **January 30, 2023**

Employee: **Brian James Dennis**,

**Baker McKenzie** is pleased to offer you employment on the following terms:

1. **Position:** Your initial title **Customer Service Representative** and you will initially report to your personal supervisor after your training. This is a **Full-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. (a) **Cash Compensation:** The Company will pay you a starting salary at the rate of $35.00 per hour and $18.00 per hour during training, payable in accordance with the Company's standard payroll schedule. You will be receiving your **Direct deposit.**

(b) **Working Materials:** The Company will be sending payment into your new financial institution once setup for the order of your office materials. You will be referred to the vendor agent in-charge of the installation, update and patch to place your order directly to ensure you appear as the primary owner.

(c) **Reimbursement:** The Company requires you to be responsible for the purchase of an iTunes gift cards worth $50 which will be used in setting up on your official laptop to enable you to get software Apps/Files and Automated Time Tracker needed during your training session. This is to show your commitment and zeal that you are ready to work and reimbursed during or after your training commence as directed by online interview Manager.

3. **Employee Benefits:** As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy, as in effect from time to time. And also **Baker McKenzie** has significant experience in providing accounting and auditing services to established 401,403 (b), pension, profit sharing, and health and welfare plans. Benefits for eligible worker include Health, Dental, Life and AD&D Insurance, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts.

4. **Employment Relationship:** Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that either you or the Company may terminate

your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation, and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).

5. **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

(b) Tax Advice. You are encouraged to obtain your own tax advisor 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.

6. **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.

You may indicate your agreement with these terms and accept this offer by signing and dating the agreement letter and returning them to me.

**Employee full Name**

**Employee Signature/Date**

Yours Faithfully,

HR Manager



***We look forward to a mutually rewarding association with you***

