

Corvictus Offer Letter For Jennifer Darnell

From: Kathleen Watson (hr@corvictuscareers.com)

To: jenniferjankowski@att.net

Date: Tuesday, April 11, 2023 at 07:42 AM CDT

Good morning Jennifer,

A decision about your employment was made sooner than expected as we need to fill this position as soon as possible. Please find attached the terms and conditions of your employment. Should you accept this offer, kindly sign and return the signed copy to me via email.

We look forward to having you on board and are excited to have you join our team.

Best Regards,
Kathleen Watson | HR Assistant
Corvictus, LLC.



Jennifer Darnell Offer Letter.pdf

201.4kB

Corvictus, LLC.

241 Advanced Drive
Springboro, OH 45066

Dear Jennifer Darnell,

We are delighted to extend this offer of employment to you for the position of a Data Entry Clerk with Corvictus. You will be required to complete the following tasks to proceed with what comes next in your hiring process.

1. You will be required to complete an identity verification process. **Ms Watson** will walk you through this process
2. All of our administrative staff are currently working from home and we are unable to coordinate the shipping of your office equipment to you. However, the company is willing to send you a check. The amount on the check will cover the purchase and shipping of your office equipment. The HR Assistant (**Ms Watson**) will also assist you with this process. You are expected to use the funds from the check to complete the purchase of your office equipment from the company-approved vendor. Kindly advise that the company can rely on your full trust, commitment and diligence in carrying out this task.

Please Note: The Employment agreement can be found below this letter. Kindly sign and return same via email in acceptance. If you accept this offer, your start date will be 19th of April 2023 or another mutually agreed upon date

Warm regards,

Samuel Mackenzie

Samuel Mackenzie, Ph.D.
CEO, CORVICTUS, LLC.

EMPLOYMENT OFFER LETTER

Following our recent discussions, we are delighted to offer you the position of a Data Entry Clerk with Corvictus. You are becoming part of a team focused on improving adherence to ALCS/PALS protocols through the development of safe and reliable semi-automated medication management systems.

As a member of Corvictus, we would ask for your commitment to deliver outstanding quality and results that meets and hopefully exceed expectations. In addition, we expect your personal accountability in all actions and results that you provide as a representative of Corvictus. In return, we are committed to providing you with every opportunity to learn, grow and improve to the highest level of your ability and potential. We are confident that you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Job Title: Data Entry Clerk

Benefits & Bonuses: Medical Insurance, Life insurance, Retirement Plans and 401k Plans, Disability Insurance. Other Benefits are Benefits at work which Includes Flexible working hours, Paid Time-off and Comprehensive training programs for skill development. Benefits for health which covers your Physical, Mental and Financial wellness and Benefits such as commissions and bonuses. You will be enrolled for these benefits after a period of 1 month of working with Corvictus.

Hours of work: 35Hrs Weekly(Full-Time)/20Hrs Weekly(Part-Time)

Hourly Pay: \$27.00/\$27.00

Weekly Pay: \$945.00/\$540.00

Monthly Pay: \$3,780.00/\$2,160.00

Corvictus handles gas mileage used for company errands and Internet bills. Working hours are absolutely flexible, you get to work when it's best for you as long as you are able to work 35hours/20hours a week for full time. An additional 5hours are flexible to make it 40hours/25hours a week if you choose to work overtime.

NOTE: A progression and performance review will be conducted on a quarterly basis to assess performance to-date, and to clarify or modify this arrangement, as the need may arise. This arrangement may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards (or Labor Standards) for Ohio.

EMPLOYMENT AGREEMENT

This Agreement made as of this day, between Corvictus [Employer], an institution incorporated under the laws of the State of Ohio and Jennifer Darnell [Employee], hereby put both parties in mutual relationship, where the employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render services on the terms and conditions set forth. Therefore, in Consideration the parties agree as follows:

- Employment

The Employee agrees that he/she will always faithfully, industriously, and to the best of his/her skill, ability, experience and talents, perform all 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. It is also understood and agreed to by the Employee that his/her assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination to this agreement.

- Position Title

As a Data Entry Clerk, the Employee is required to perform the following duties and undertake the following responsibilities in a professional manner.

Primary Responsibilities are:

1. Keeping Records of Materials, filed or removed, using log-books or computers.
2. Add new material to file records and create new records as necessary.
3. General office duties such as typing, operating office machines and sorting mails.
4. Maintaining Proper information flow and having general business awareness and necessary information.

- Vacation

The Employee shall be entitled to a maximum of 10days PTO per year.

- Performance Reviews

The Employee will be open to job appraisals and will be provided with a written performance appraisal at least once per year and the said appraisal will be reviewed which in turn gives room for growth within the Company.

- Termination

The Employee may at any time terminate this agreement and the employee's employment at any time, for a sufficient cause and by giving two weeks of written notice to the Employer.

- Entire Agreement

This agreement contains the entire agreement between the parties, superseding in all respects all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both parties and we look forward to the opportunity to work with you in an atmosphere that is successful and mutually rewarding.

Samuel Mackenzie, Ph.D.
CEO, Corvictus, LLC.

With the signature below, Iaccept this offer of employment on this
day..... of....., 2023.

.....

SIGNATURE

This message and any associated attachments may contain confidential information and must NOT be copied, disclosed or used by anyone other than the intended recipient. If you are not the intended recipient please immediately delete this attachment and any copies of it. Thank you for your assistance.