



ATTN: LETTER OF EMPLOYMENT

Concerning your application for Employment and the subsequent interview, we offer you Employment as a Remote Administrative/Data Scientist Obligations. You will begin as soon as you have satisfied all the basic training and office requirements for this position. You will also complete a probation period of (one) week before your job with our company can be solidified. At such times, if your performance rating is considered other than satisfactory, you will not be offered a permanent staff position with the company. You will be placed on the compensation of \$40 per hour during the training week and, 45/HR bi-weekly after the one-week training is completed; you are to submit your hours to us via Email every Friday to calculate your salary. The Benefits of this position include but are not limited to Health Insurance, 401K, Paid Vacation, etc.

DUTY STATION:

Home Office with Remote Platform and Online Supervision.

PAY MODE:

Your earned compensation will be processed per hour worked during each week. You get paid via Paycheck or Direct Deposit. Funds for your home office equipment (software and hardware) plus a sign-up bonus will be sent via check during the first three days of training. You will also get to meet with the Company's Rep to fill out some other.

Employment documentation after the one-week training is completed. After the one-week training, our Rep will visit you to complete the benefit and direct deposit forms.

WORKING/EMPLOYMENT CONDITIONS.

Your working hours will be a minimum of Part-time 4 (four) and a maximum of Full-time 8 (eight) hours daily. It may be required of you to put in extra time as per the needs of your direct supervisor.

You will be entitled to 14 (fourteen) days of paid time off (PTO) a year which will be taken upon approval by your supervisor withstanding a two-week notice in advance. You will be entitled to 40% of your basic allowance leave allowance.

TERMINATION OF SERVICES.

During your probationary period of (one) week, either party shall be free to terminate the contract by providing 5 (five) day notice. After that, 3 (three) week notice will be required, or 2 (two) week salary will be forfeited instead of the notice.

CONFIDENTIALITY.

You will not, during the continuance of this agreement or after the termination thereof, disclose to any unauthorized person(s) any information in connection with the business of this company or any of our clients.

ON BEHALF OF EARTH SOLUTIONS GROUP. WE USE THIS OPPORTUNITY TO WISH YOU A SUCCESSFUL CAREER.

**Best Regards,
Lorraine O'Donnell
Earth Solutions Group**