



The Circle 6 | P.O. Box  
CH - 8058 Zurich  
Switzerland  
17<sup>th</sup> January, 2024

Corey [REDACTED]  
[REDACTED]

Plano, TX [REDACTED]  
[REDACTED]  
[REDACTED]@gmail.com



**OFFER OF EMPLOYMENT**

Dear Corey [REDACTED],

NLS Pharmaceuticals is pleased to offer you a Full-Time position as a Customer Service Representative. Your skills and experience will be an ideal fit for the job. Your start date will be 23<sup>rd</sup> January, 2024. The starting salary is \$35.75 per hour and is paid on a Weekly basis via Direct Deposit.

Your job description will be to interact with potential customers to provide and process information in response to inquiries, help resolve any customer complaints, concerns and requests about our services. Your primary objective is to ensure excellent service standards and maintain high customer satisfaction. Build positive relationships with them. You'll be handling inbound calls. Keeping your customers happy should be your top priority.

As a Full-Time employee, you are also entitled to standard company benefit package which includes 401k, Health & Dental, Vision, Employee Wellness, Short-term disability, Paid Time Off and Holidays. The Benefits are attained in stages and eligibility for these benefits is 60 days of working effectively with us here.

NLS Pharmaceuticals offers a flexible paid time-off plan which involves vacation, personal and sick leave. Time off accrues at the rate of 3days per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 60 days after your start date.

Please let me know if you have any questions or I can provide any additional information.

If you choose to accept this job offer, please sign below and return to me at your earliest convenience.

Sincerely,

Chloe Bradley

HR Officer

NLS Pharmaceuticals

I hereby accept the Customer Service Position.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

