

Subject Conditional Job Offer

From Harley Buckner
<harley.buckner@truxos-hr.com>

To: charlotte williams
<mrs.charlotte_williams@yahoo.com>

Date Mar 28 at 2:19 PM

Dear Applicant!

It's with great pleasure that we inform you that we are extending you a conditional offer for the position of Local Hub Associate at Truxos. The conditions of this offer will be removed once you have signed and submitted the Employment Agreement with all the required documentation.

Per our discussion, your starting salary will be \$3250 for the probationary period and will be paid out at the end of your probationary period via paper check. There's an additional allocated amount of \$100 for qualified reimbursable expenses.

You will be expected to work Monday through Friday, 9 AM to 5 PM your local time. This is a remote, work from home arrangement, so no relocation is expected of you.

You will soon receive a RightSignature® email with the

Employment Agreement. You are to complete this Employment Agreement and submit requested required documents before this conditional offer can become an official job offer. We ask that you read the Employment Agreement prior to signing. Please follow the instruction included to sign the Employment Agreement using RightSignature®.

Once you have signed and submitted the Employment Agreement, we will verify and approve the submission. Once approved, you will be assigned a curator within 1-2 business days. Your curator will be your point of contact for the entire duration of your employment. Feel free to direct any job-related questions to your curator, and they will assist you. You will also receive duties, assignments, system resources, logins, etc. from your curator. They will also provide you with initial and ongoing training as needed.

All new hires start off as probationary employees for the first 30 days. If you, for some reason, decide to finish your probation sooner, please, be advised that you need to submit the 2-week

notice to your curator in order to do so. An assessment at the end of the probationary period will determine if a full-time, permanent position will be

extended to the employee. In order to initiate a mutually agreeable termination, a two-week notice will be required.

Our permanent employees enjoy a comprehensive benefit package consisting of paid holidays, paid 28 vacation and 14 sick days a year, health insurance, a 401(k) plan with company matching, tuition reimbursement and more. When you are approved for the permanent position, you will receive a benefit enrollment package with more information.

We are glad that you chose Truxos to pursue your career. Do not hesitate to contact us anytime if you need assistance or help.

Yours sincerely,
Harley Buckner

Truxos Inc.
HR Department

If you'd like to unsubscribe and stop receiving these emails [click here](#) .

Show trimmed content

