Wednesday, January 24, 2024

John Doe

29 Elm St

Ronkonkoma, 11779

Dear John:

It is my pleasure to formally offer you the Partner position within our company’s Department 1 department. If you accept this offer you will be reporting to us. We suggest a starting date of 01-23-2024. Your regular working hours will be from 8:00am to 4:30pm. Your position is located at 3505 Veterans Memorial Hwy Suite O, Ronkonkoma, New York 11779. Below, I have outlined some of the terms and conditions of this offer for your new position. The offer being extended to you is valid for 60 days from above.

***RESPONSIBILITIES***

Your main responsibilities as Partner include:

***COMPENSATION***

Your base salary, which will be payable bi-weekly, is equivalent to $75,000.00 annually. After the completion of 12 months of service you will receive a formal performance review with merit consideration.

***BENEFITS***

As a full time employee of our company, your benefits include 10 days of vacation time available after completing 6 months of full time employment. Health Benefits include full medical and dental. There also is a 401k plan with an employer match as well as a Profit Sharing plan.

***EMPLOYEE (CONFIDENTIALITY) AGREEMENT and OTHER NEW HIRE FORMS***

If you decide to accept this offer of employment, you will be expected to sign an Employee (confidentiality) Agreement in order to protect our company against the release of confidential client and company information. Our clients regard the information they provide to us as very sensitive, and require assurances of confidentiality.

In addition, if you decide to accept this offer of employment, there will be a few other personnel forms that we will send to you that should be completed and returned on your start date including providing identification to verify your identity and eligibility to work in the United States in accordance with the Federal Immigration Reform Act of 1986.

***GENERAL INFORMATION***

John, we are enthusiastic about your joining our company, and our expectation is that you will make a tremendous contribution to the continued growth and success of our company. We look forward to working with you in support of our mission, “To be the Leader in helping businesses to apply technological solutions to grow and achieve their goals.” We work hard and enjoy our work. We look to add members to our team who share our philosophies and who derive satisfaction from the contributions they make towards the growth and success of our organization.

Sincerely,



Ken Doit

President

***ACCEPTED BY:***

/b1 /b2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John Doe Date

Enclosures