

10-04-2020

Hi Ria,

Flat no 9,Minerva Garden
India,Westbengal,Kolkata,700104

After a thorough and comprehensive review, I am pleased to announce that SketchWebSollutions would like to offer you the position of *****.

Your role will begin on 00/00/0000. You will report every weekday to the Grayson Facility in Workton, IL, between the hours of 10:00 AM and 7:00 PM, In your role as *****, you will report to *****.

The salary for this position will be Rs-*****/- per year. This amount will be paid by check or direct deposit in bi-weekly increments of Rs:*****/-, minus appropriate withholdings.

This role will be considered exempt, so you will not be eligible for overtime compensation. As an exempt employee, you will be entitled to standard federal holidays plus 80 hours of paid time-off per year, which may be used at your discretion. You will also be eligible to participate in our employer sponsored health plan. Please review the enclosed Plan Summary for more information.

The agreement between you and Quality Business Co. will be classified as at-will, which means either party may terminate the agreement at any time, for any reason, with or without notice.

All employees of SketchWeb Sollutions. are expected to abide by the policies outlined in our Employee Handbook, which covers safety rules, conduct and behavior, and our business casual dress code. To find the full text of the Employee Handbook, please visit the company website and click on the tab marked “Handbook, Full Text”.

If you choose to accept this position, please sign the enclosed Employee Agreement Form and Procedures Compliance Form and return both to my office by 00/00/0000.

When you report on your first day, you will be asked to present a state issued photo ID.

For more information about this position or about Sketchweb Solutions, please contact my office at any time.

Sincerely,

Parismita Saha,

HR Manager,

Sketchweb Soluitons