



424.313.1447

323.395.0740

info@hanseisolutions.com

www.hanseisolutions.com

2/22/22

Enoch Park

(Sent Via Email: enochpark89@gmail.com)

Dear Enoch,

We are very pleased to offer you a position with **Hansei Solutions**. This offer of at-will employment is conditioned on your satisfactory completion of certain requirements, as more fully explained in this letter. Your employment is subject to the terms and conditions set forth in this letter, which override anything said to you during your interview or any other discussions about your employment with Hansei Solutions. Your employment will be subject to your satisfactory completion of a 60 days probationary period. However, completion of the probation period will not alter your at-will employment status in any way.

You will be hired as a full time **IT Administrator** working five days, forty hours a week; effective **2/28/2022**. It is an **Exempt** position. In your capacity as a **IT Administrator**, you will perform duties and responsibilities that are reasonable and consistent with this position as may be assigned to you from time to time as listed on the job description. You will report directly to **Frank Thomas/CTO**. You agree to devote your full business time, attention, and best efforts to the performance of your duties and to the furtherance of Hansei Solutions interests during your employment.

In consideration of your services, you will be paid **(\$72,500/year)**, payable bi-weekly in accordance with the standard payroll practices of Hansei Solutions and subject to all withholdings and deductions as required by law. If your position is nonexempt, please refer to the enclosed sheet for more details about paydays and your pay rate, including the overtime rate, paid sick leave, and certain information about Hansei Solutions, as required by Section 2810.5 of the California Labor Code.

If this offer is accepted and you begin employment with Hansei Solutions, you will be eligible, after your probationary period, to participate in any benefit plans and programs in effect from time to time, including vacation/Paid Time Off (PTO), group medical and life insurance, 401K, and other fringe benefits as are made available to other similarly situated employees of Hansei Solutions, in accordance with and subject to the eligibility and other provisions of such plans and programs. With respect to vacation/PTO, you will begin accruing vacation days as of the date of hire, but cannot utilize any accrued hours until after your probationary period is complete, or until such time as is specified in the Personnel Handbook that will be provided to you on the first date of employment. The Personnel Handbook shall control any conflict with this offer letter with respect to utilization of vacation/PTO time.

You will be subject to all applicable employment and other policies of Hansei Solutions, as outlined in the personnel handbook and elsewhere. **Your employment will be at-will, meaning that you or Hansei Solutions may terminate the employment relationship at any time, with or without cause, and with or without notice.**

This offer is contingent upon:

- (a) Verification of your right to work in the United States, as shown by your completion of the I-9 form upon hire and your submission of acceptable documentation (as noted on the I-9 form)

verifying your identity and work authorization within three days of starting employment. For your convenience, a copy of the I-9 Form's List of Acceptable Documents is enclosed for your review.

(b) Hansei Solutions receiving two to three references, one of which must be from a former employers that it considers satisfactory. Please provide NAME/DEPARTMENT AND CONTACT INFORMATION with the names and contact details of your references as soon as possible, if you have not already done so.

(c) Satisfactory completion of a background investigation, for which the required notice and consent forms are attached to this letter.

(d) Submission to a pre-employment drug screening, for which the required notice and consent forms are attached.

This offer will be withdrawn if any of the above conditions are not satisfied. Please note that a positive drug test, or information that is revealed in a background check will not necessarily lead to the withdrawal of an employment offer. Rather, the Company will consider several factors including the position and the facts and circumstances of the situation. We encourage you not to resign from your current job until you have confirmation from Hansei Solutions that these conditions have been satisfied.

By accepting this offer, you confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer. You also confirm that you will inform Hansei Solutions about any of these restrictions and provide Hansei Solutions with as much information about them as possible, including any agreements between you and your current or former employer describing these restrictions on your activities.

You further confirm that you will not remove or take any documents or proprietary data or materials of any kind, electronic or otherwise, with you from your current or former employer to Hansei Solutions without written authorization from your current or former employer. If you have any questions about the ownership of particular documents or other information, discuss these questions with your former employer before removing or copying the documents or information.

All of us at Hansei Solutions are excited at the prospect of you joining our team. If you have any questions about the above details, please call me immediately at (424) 266-7693. If you wish to accept this position, please sign below and return this letter agreement to Gayle Whitney, Director of Human Resources. This offer is open for you to accept until **2/25/2022**, at which time will be deemed to be withdrawn.

I look forward to hearing from you.

Yours sincerely,

Gayle Hanson
Director of Human Resources
Hansei Solutions

I accept the offer of employment outlined above.



Name: Sanghyun Park
Date: 2/24/2022