



May 19, 2023

Mr. Jose Manzano Salazar  
274 Scottsdale Square  
Winter Park, FL 32792

Dear Jose,

Sunshine Enterprise USA LLC ("SEU" OR "Company") is pleased to extend you an offer of employment for the position of Intern-Web Developer based in Maitland, FL. You will be expected to perform duties consistent with your position and will report to Sam Faragalla, Vice President. SEU may, at its sole discretion, change your position, duties, and work location from time to time as it deems necessary.

In consideration for your services to SEU, you shall receive \$300.00 on a weekly basis (\$15,600.00 annualized), from which SEU shall withhold and deduct all federal and state income, social security, and other taxes as required by applicable law. This position is an exempt position for start your internship, which means you are paid for the job and not by the hour. Accordingly, you will not receive overtime pay if you work more than (20) hours in a week. Normal working hours are from 8:30 am to 5:30 pm, Monday, Tuesday, and Friday. Your particular schedule will be coordinated between you and your manager. You may be expected to work additional hours as required by the nature of your work assignments.

The following confirms the basic terms of your employment with the Company. Other terms of employment and our benefits programs available to Team Members are outlined in the Team Member Handbook.

**Employee Benefits:** You will be eligible to participate in the following benefit programs per the prescribed waiting periods for each:

Comprehensive Medical and Dental Insurance  
Participation in the 401K Retirement Savings Plan

Based on your position you will receive the following to be used for business purposes only: at the company's discretion company issued Company phone and laptop.

Additionally, we are required by the Immigration Reform and Control Act (IRCA) to obtain proof that you are authorized to work in the United States. On your first day of work, you will be asked for documents that demonstrate your eligibility for employment in the U.S. Please reference the attachment that outlines the documents that are acceptable proof for the I-9 employment eligibility form which must be completed no later than three business days from the start of employment.

**Confidentiality Agreement:** On your first day of employment, you will be required to sign a Confidentiality, Non-Solicitation and Non-Compete Agreement.

Your employment with Sunshine Enterprise USA will be **At-Will**, meaning that either you or the Company will be entitled to terminate your employment at any time and for any reason, with or without cause.



Although your job duties, title, compensation, and benefits, as well as Sunshine Enterprise USA's personnel policies and procedures may change from time to time, the at-will nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company.

As an employee of Sunshine Enterprise USA LLC, you will have access to confidential information, and you may, during the course of your employment, develop information or inventions, which will be the property of Sunshine Enterprise USA LLC. To protect the interests of SEU and as a condition of your employment, you will be required to sign and comply with SEU's standard "Employee Confidentiality, Non-Solicitation and Non-Compete Agreement." We wish to impress upon you that we do not wish you to bring with you any confidential or proprietary material of any former employer or other person or to violate any other obligations you may have to any former employer or other person. You agree that you will not bring onto SEU's premises any unpublished documents or other property belonging to any former employer or other person to whom you have an obligation of confidentiality.

No representative of SEU other than the President or the Vice President has any authority to alter or add to any of the terms and conditions herein.

On behalf of Sunshine Enterprise USA, we want to welcome you to the Company and believe that you will find this position to be a unique and challenging opportunity. Once you have made your decision, please sign this letter and return it to our Human Resources Department via email to [samf@seu-usa.com](mailto:samf@seu-usa.com). This offer of employment requires a commitment within five (5) calendar days from the offer date and your ability to begin work on the date stated above.

Should you have any questions in the interim or need additional information please do not hesitate to contact me at 407-308-7989.

***Sunshine Enterprise USA LLC***

Rania Hanna President

-----  
I have read this offer letter in its entirety and agree to the terms and conditions of employment. I understand and agree that my employment with Sunshine Enterprise USA LLC. is "at will." Agreed and accepted:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CC: Sam Faragalla, Vice President