



Wagistrasse 27

8952 Schlieren,

Switzerland

7th February, 2024

Santosh Malla Thakuri
7207 jayhawk street
Annandale, VA 22003
5712282844

OFFER OF EMPLOYMENT

Dear Santosh Malla Thakuri,

NovaGo Therapeutics is pleased to offer you a Full-Time position as a **Data Entry Clerk**. Your skills and experience will be an ideal fit for the job. Your start date will be Monday 12th of February, 2024. The starting salary is \$35.00 per hour and is paid on a Weekly basis via Direct Deposit.

As a Data Entry Clerk, you are responsible for entering customer and account data from source documents within time limits. Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output, updating and maintaining information on our company databases and computer systems.

As a Full-Time employee, you are also entitled to a standard company benefit package which includes 401k, Health & Dental, Vision, Employee Wellness, Short-term disability, Paid Time Off and Holidays. The Benefits are attained in stages and eligibility for these benefits is 60 days of working effectively with us here.

NovaGo Therapeutics offers a flexible paid time-off plan which involves vacation, personal and sick leave. Time off accrues at the rate of 3 days per month for your first year, then increases based on your tenure with the company. Eligibility for the company retirement plan begins 60 days after your start date.

Please let me know if you have any questions or I can provide any additional information.

If you choose to accept this job offer, please sign below and return to me at your earliest convenience.

Sincerely,

Martin Debbie

HR Officer

NovaGo Therapeutics

I hereby accept the **Data Entry Clerk** Position.

Santosh Malla Thakuri

Signature

Santosh Malla Thakuri

Date

07/02/2024