



April 25, 2022

Win Ei Khaing
1000N 4th Street,
Fairfield, Iowa - 52557.

Offer of Employment

Dear Win,

Congratulations, we are pleased to offer you the position of **"Software Engineer"** at Zen3 Infosolutions America Inc.

Following are the employment terms and conditions:

- **Work Location – Bellevue, WA and Redmond, WA**
- **Start date of employment – Tentative Start Date: May 05th, 2022**
- **FLSA Status – Exempt**
- **Annual Wages : \$130,000.00 USD**

Applicable federal and state taxes will be deducted from your gross compensation. Such deductions will be made from your wages.

Benefits:

- You will be eligible for company's subsidized Health Insurance coverage during your employment with Zen3 Infosolutions America Inc. Insurance coverage includes health, vision and dental care. Zen3 will contribute 50% toward the insurance premium. You will receive detailed instructions to enroll in these benefits by the HR team upon joining.
- You will be eligible to participate in 401K Plan as per the policy document.
- You shall be entitled to be paid customary legal holidays observed by Zen3 Infosolutions America Inc. You will be entitled to paid time off ("PTO") as given below: -
 - 80 hours/year** (acrued at 6.67 hours every month on prorated basis)

****1 day of leave is equivalent to 8 hours.**

The PTO accrual year is January to December, and the maximum number of PTO hours that will carry over to the next year is restricted to 40 hours. All PTO over and above 40 hours will expire by the end of business hours on December 31 of each year if you do not use. PTO may be used toward any purpose permitted under Washington's Paid Sick Leave law OR for any other personal matter OR customary legal holidays observed by Zen3.

- **Time Sheets:** Time is calculated based on approved timesheets from respective reporting manager at client place, please share timely approved timesheets on Friday of every week with time@zen3tech.com, failing submissions on time will result in delayed payments.

Initials: 

Zen3 Infosolutions America Inc.

2035 158th Ct NE # 300, Bellevue, WA 98008. Phone: +1 (425) 867-0669 Fax: +1 (425) 952-1230



- **Equipments:** All equipments provided by Zen3 needs to be returned at the end of the current assignment in safe condition as it was dispensed initially. In the event of misuse/damage employee is responsible for the 100% (\$1000) cost of the equipment dispensed. This amount will be held by Zen3 from payroll upon realization of any damages to the equipment upon return of equipment.

During the course of your Employment with Zen3 Infosolutions America Inc, you may be required to relocate to any location in USA / or outside of USA and / or redefine roles / tasks including assignments to different projects and customer engagements. You acknowledge your cooperation with respect to Zen3's request for such relocations to a reasonable extent.

The terms and conditions of your employment with Zen3 as stated in this offer of employment letter will supersede any prior representations made either verbally or in writing during any meeting or interviews with any Zen3 manager, salesperson, recruiter or any other Zen3 employee or representative. Additionally, your signing this offer of employment letter represents your understanding of the agreement and acceptance to the terms and conditions of employment as stated in this offer letter. Zen3 does not intend to nor is obligated to offer you any other remuneration, benefits entitlement or any other perquisite not stated herein. Also, by signing this offer letter you agree that any and all disputes arising in connection with your employment with Zen3 will be settled through binding arbitration in accordance with the Arbitration Agreement

Your signing of this document represents your understanding agreement, and acceptance that your employment is "at will." meaning that employment may be terminated at any time by either the employee (YOU) or the Company(ZEN3 Infosolutions America Inc), with or without cause and with or without notice. It also means that your job duties, title, responsibilities, reporting level, compensation, and benefits, as well as Zen3's personnel policies and procedures, may be changed prospectively at any time. The "at-will" nature of your employment may only be changed by an express written agreement that is signed by you and the Chief Executive Officer of Zen3


Employees who decide to leave Zen3 are requested to provide a **two working-week** (10 business days) resignation notice in advance of their intended last day of work. Notice may be given via email to reporting manager, human resources, payroll department, and client manager if applicable. Providing advanced notice gives Zen3 the time to search for a replacement, if required.

This offer is contingent upon your sign-off on the below-listed documents and your successfully passing our background check, including the pre-employment drug screening if required by the client.

Please tender your acceptance by sign-off on the following documents:

- This offer of employment letter
- Background Application form
- Zen3 Handbook Acknowledgement
- Employee Service Agreement (ESA)

As per federal regulations and for payroll processing, you are to submit appropriate tax forms (Form W-4 and associated State Tax forms) and Form 1-9 along with the applicable documentation from the List of Acceptable Documents suggested in the I-9 form. Kindly complete the activities on priority within three days of your date of joining.

Initials: 



Should you require any further assistance with regards to this Offer of employment, HR Policies and Benefits, Please reach out to **Vincent Vandemolegraaf** at **425-395-6919** or localhr@zen3tech.com.

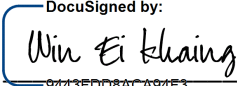
We look forward to a mutually rewarding employment experience for you here at ZEN3. It is our hope that you will find this position exciting and rewarding

Sincerely,

A handwritten signature in black ink, appearing to read 'Seshagiri Rao Injarapu', with a horizontal line underneath.

Seshagiri Rao Injarapu
Vice President & Group Head - RMG,
Zen3 Infosolutions America Inc

I, **Win Ei Khaing**, accept the above offer made by Zen3 Infosolutions America Inc and agree to the terms and conditions of this offer and allied agreements.

Signature:  9443FDD8AC94F3...

Date: 4/25/2022