March 23, 2021

Dear Amandeep Thind,

Re: Offer of Employment – Data Analyst

I am very pleased to offer you the position of Data Analyst with STECH - IT PRO INC. This is a full-time position with a start date of March 29, 2021. I will be your primary contact and supervisor for this role. Your working hours will be 9 a.m. to 4 p.m., Monday through Friday. Employees are expected to work a minimum of 35 hours per week.

In this role, you will be required to:

1. Collect data and generate reports on a weekly and monthly basis,
2. Use advance MS excel to create pivot tables, pivot reporting, and use other excel functions as per the need for data analytics,
3. Utilize MS SQL for database management and structure the database,
4. Apply visualization toolsets such as Tableau and Google Datastudio for data intelligence and analysis,
5. Represent Data by predicting and modeling future outcomes.

This position will have starting salary of $25,000 per annum. The salary is payable once a month at month end, less required deductions.

Please confirm your acceptance of this offer by responding to the email by March 26, 2021 and provide your proof of work eligibility.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Job Title]

**STECH - IT PRO INC.**