



**Hayward Quartz**  
TECHNOLOGY, INC.

November 17, 2023

Chau Nguyen  
2507 Marline Ln SW  
Huntsville, AL 35803

Dear Ms. Nguyen:

Welcome to Hayward Quartz Technology Inc. We are pleased to confirm the offer of employment for the position of Information Technology Intern, reporting to Mr. Ken Jacoby. This is a full-time position with an hourly pay rate of \$25.00, which is approximately \$52,000.00 per annual plus benefits. Your official start date is contingent to the approval of your employment authorization document (EAD).

This employment offer is also contingent upon successful completion of a Department of Justice (DOJ) Live Scan background check conducted at any approved site by the Secretary of State. You will be contacted by the Human Resources Department to schedule a background check and any other requirements.

You will be required to satisfactorily serve a six-month probationary period. Time on leave, with or without pay, is not qualifying for service during the completion of the probationary period.

On behalf of Hayward Quartz Technology Inc., we are pleased you will be joining us. If you have any questions, please contact Vicky Tran at 510-657-9605 x 113, or email to [vktran@haywardquartz.com](mailto:vktran@haywardquartz.com).

Sincerely,

Vicky Tran  
Human Resources