

01/07/2022

EMPLOYMENT OFFER LETTER

Dear [REDACTED]

We are pleased to offer you the full time remote position of HR generalist at Premiere Digital Services with a start date of 01/24/2022, contingent upon background checks. You will be reporting directly to Joanna Hoggan Head of HR by email joanna.hoggan@premieredigital.org. We believe your skills and experience are an excellent match for our company.

In this role, you will be required to Assist in talent acquisition and recruitment processes, conduct employee onboarding and help organize training & development initiatives, promote HR programs to create an efficient and conflict-free workplace.

The annual starting salary for this position is \$25 per hour to be paid on a biweekly basis by direct deposit, starting on 02/07/2022. In addition to this starting salary, we are offering you an annual bonus.

There is a two weeks termination notice required should you wish to leave your employment with Premiere Digital Services.

As an employee of Premiere Digital Services, you are also eligible for our benefits program, which includes Health insurance, PTO, Holiday pay, 401k(s) and other benefits which will be described in more detail in the employee handbook and orientation package.

Please confirm your acceptance of this offer by signing and returning it to Joanna Hoggan joanna.hoggan@premieredigital.org on or before 01/10/2022.

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

Sincerely,



Matthew Scott L.
Talent Acquisition Head

Signature: _____

Date: _____