

Date: January 15, 2023

**Shiela** Rogene Carena  
Naujan, Oriental Mindoro  
Philippines

Dear Shiela,

Congratulations! We are pleased to confirm that you have been selected to work for **ELEPHANT IN THE BOARDROOM PHILIPPINES** and is delighted to make you the following job offer.

You will be working as a **Digital Marketing Content Creator / VA**. This is a probationary period with a starting **salary of P10,000**. You will be directly reporting to the assigned Team Lead for your respective campaign. Your official start date is **15th January, 2024**. After 3 months of your satisfactory performance, you will be endorsed for a KPI incentive.

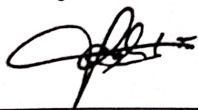
Upon commencement of training, you will be subject to a Training bond, which will be effective from your official Training start date and will expire after two (2) months. The amount of bond is PHP 5,000 representing the total cost of employment training provided by the company. You shall be liable to pay without need of demand and further negotiation of the value of the bond in the event any of the following violations within the bond period.

- (i) You are separated for a cause.
- (ii) You resign from the company; or
- (iii) You seek employment or become employed (irrespective of the position) in another company engaged in the same line of business as the company.

Your employment with us is dependent not only on your performance but as bound by the **Labor Code of the Philippines**. Our standard non-compete and confidentiality agreement must be signed prior to the commencement of your work. Similarly, all employees of **Elephant in the Boardroom Philippines** agree to be bound by the rules, policies, and prohibitions found in the company manual as well as all other rules and regulations that may be issued from time to time.


We are confident that you will be able to make a significant contribution to the success of the company and look forward to working with you.

Best Regards,



**Dianna Rose C. Matudio**  
Team Leader  
**ELEPHANT IN THE BOARDROOM PHILIPPINES**

Conforme:



**SHIELA ROGENE A. CARENA**  
**Employee Name**