

Dear Ryan Howard,

Our hiring team was positively excited to meet and get to know you over the past few days. It is my pleasure to offer you a position at Dunder Mifflin in the role of Sales Associate.

Your expected starting date is 04/01/2024.

We will be offering you the following compensation and benefits:

- Annual gross salary of \$65,750 (12 monthly wages per year)
- Up to 10% of your annual annual gross salary will be given to you as a performance bonus
- 15 days of annual paid time off
- 20 days of sick leave
- Private health and dental insurance plan
- Computer workstation of your choice
- Paid vacation leave per annum
- Educational materials and expenses, subject to management approval
- Eligibility for any additional employee benefits that the company may provide in the future

This offer is valid until 02/15/2024. To accept the offer, simply hit reply on the email that contained this offer letter and confirm that you agree with the proposed terms.

We are looking forward to having you in our team and to seeing you achieve great things at Dunder Mifflin.

Sincerely,

Michael Scott

Signatures:

Company Representative (Sign)

Company Representative (Print)

Date

Applicant (Sign)

Applicant (Print)

Date