



---

## OFFER OF EMPLOYMENT

Nov 16<sup>th</sup>, 2023

Dear Keith,

We are pleased to extend to you an offer of employment as a remote Graphic Designer with our firm. We look forward to a long and mutually rewarding relationship should you decide to accept. If you do, your starting monthly salary will be \$3,600. Any overtime will be paid at the rate of 1 1/2 times your regular hourly pay rate (\$45/hr.). You will be working for a total 20 hours weekly. Additionally, you will be provided (at no cost to you) medical insurance and disability insurance. Your salary and benefits will be reviewed in 6 months after your employment and are subject to change at that time.

First, this offer is contingent upon receipt and verification of a background check that will be carried out on you. Secondly, your employment with the firm is contingent upon presenting and maintaining legal authorization to work in the United States.

Nothing in this offer of employment is intended to create a contract for continued employment with us. Your employment will be for an unspecified period subject to termination with or without cause and with or without notice by either you or our firm.

You will be eligible to receive the following benefit:

- Health Benefit including: Medical, dental and vision (Covers dependents)
- Employee assistance program
- Relocation allowance (When necessary)
- Comprehensive in-house training program

Your Job description is as follows:

- Develop illustrations, logos and other design using software or by hand.
- Coordinating with outside agencies, art services, web designer, marketing, printers and colleagues as necessary.
- Ensure final graphics and layouts are visually appealing and on-brand.

We believe our firm offers you the opportunity for a personally and professionally rewarding position, and we hope that you will decide to join us. If you accept, please sign this offer letter and send it back.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Alyssa Grebe", is written over a horizontal line.

**Alyssa Grebe**  
*HR Manager*  
*Adept Force Group, Inc*  
*950 N Washington Street, Suite 400A*  
*Alexandria, VA 22314*

I accept the offer on the terms described above.

---

Name & Signature

---

Date