



5201 Congress Ave, Suite 130, Boca Raton, FL 33487, USA.

**42 Morningside Avenue
Johannesburg Gauteng
2196**

Date: August 19th, 2025.

Dear Sadisu Mohammed,

EMPLOYMENT OFFER LETTER

We are delighted to extend to you the position of **Data Entry (Full Time)** at **AIRSPAN**. We believe you will excel in this role and greatly contribute to our success. Your employment will commence on **August 25, 2025**. Initially, you will be working remotely until our office location is suitable for business needs. You will be reporting to the Head of Department and will be a valued member of our team.

Our business hours at **AIRSPAN** are typically from 8:30 AM to 4:30 PM, Monday to Friday. Evening shifts run from 4:30 PM to 11:00 PM, and you can choose between these shifts. You are expected to work a minimum of 35 hours per week during regular hours. Occasionally, you might need to work extra hours, for which overtime pay will be added to your weekly payment based on the hours worked. The pay rate is \$25 per hour after training and \$15 per hour during training. You have the flexibility to choose between remote work or office work once the office is set up nearby. This is a permanent position with weekly payments, including during training.

Probationary Period:

A one-month probationary period will be in place during which you will receive training and guidance to become proficient in your role. Completion of this period is required for the confirmation of your appointment. Termination can occur with one week's written notice or payment in lieu of notice, by either party.

Payment:

You will be paid weekly on Fridays, working 6-8 hours per day, totaling 35 hours weekly. Out-of-pocket company expenses will be promptly reimbursed, either immediately or during your pay period.

Superannuation:

We will make Superannuation Guarantee payments into your chosen fund. If you do not select one, it will be placed in the default fund.

Salary Review:

Your compensation will be assessed annually around your employment anniversary or as per workplace regulations.

Personal Leave:

You are granted 10 paid days of personal/career's leave as per the Fair Labor Standards Act 2009. You can take two days of unpaid career's leave per event under the same Act. Additionally, you have two days of paid compassionate leave per occasion following the Fair Labor Standards Act 2009.

Notice Periods:

The minimum period of notice required to be given to the employer by the employee is either as outlined in the employment agreement or contract, or in the absence of specified notice, a period equal to your usual pay cycle. **AIRSPAN** may terminate your employment by giving notice depending on the length of service, as detailed in the table below:

Period of Continuous Service	Notice Period
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Not more than 1 year	1 week
More than 1 year, but not more than 3 years	2 weeks
More than 3 years, but not more than 5 years	3 weeks
More than 5 years	4 weeks

If you are over 45 with more than two years of continuous service, you will receive an additional week's notice (or payment in lieu).

The company may terminate your employment at any time without notice if you are guilty of serious misconduct or in material breach of a provision of this contract, including confidentiality undertakings. Following the termination of your employment, you will be required to return all company property.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to, and dissemination of employee personal information will be in accordance with privacy legislation.

AIRSPAN has a number of company policies and procedures; you are required to comply with these. Failure to comply may result in disciplinary action.

During your employment, you may become aware of information relating to the business of **AIRSPAN**, including but not limited to client lists, trade secrets, client details, and pricing structures. Confidential information, including client lists, trade secrets, pricing structures, and any and all documents created by you in the course of your employment, remain the sole property of **AIRSPAN**. You shall not, either during or after your employment, without the prior consent of **AIRSPAN**, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

This contract is made in the State of **Florida, USA**.

Sadisu Mohammed, we would like to take this opportunity to welcome you to **AIRSPAN** and wish you a long and rewarding career with us.

Yours sincerely,

Chief Human Resources Officer

OFFICE OF THE HUMAN RESOURCES
DEPARTMENT

CHIEF HR. OFFICER

I, _____, accept the terms and conditions of this contract.

Employee: Sign_____ **Date:**_____

AIRSPAN, 2025