[Date]

[Name]

[Address]

Subject: Hire Acceptance

Dear MR----------------,

Welcome to the team! With this letter, Market Plus LLC confirms its consent and readiness to conclude an employment contract with Smith Jones, to accept him to work in our organization as an open maintenance Technician from June10, 2019.

As discussed during interview, your first day will be started on 1oth June2019 at 9 am. Your initial basic salary will be $ ----- for first three months and after probation period your pay will be adjusted according to your paying scale.

You will need to work 40 hours per week from 9-5 daily, 5 days a week. You will be allowed to apply for annual leave for 2 weeks (annually after 6 months of your job. Our weekly meetings schedule on Tuesday at 10.am with a follow up meeting on Friday at 4.pm at conference room 2.

You will need to bring your original documents with you including;

1. All unexpired documents that verifies your identity and eligibility of employment as mentioned on the first page of company employer’s policy found at: http:// Market Plus LLC/employment forms/pdf
2. Saving slip or void check
3. For beneficiary complete details including, name, birthdate, Social security number details required
4. Emergency contact number
5. Finger print and back ground check is mandatory
6. Medical examination certificate

Open maintenance technicians establish electrical control and energy distribution systems, manufacture motor windings and localization, and solve a wide variety of equipment problems. You will work with other experts to work on the same order and project, assemble and install the printed circuit board, put the machine into operation and perform functional checks. A large part of your time will be used to wire and inspect the electrical control cabinet.

Open maintenance technicians consider economics in their thinking and action. You will perform your tasks and projects systematically and independently. You will often work in a team that requires openness and flexibility to change and innovate.

The company has various remuneration systems for different groups of workers: piecework (piece-progressive, indirect piece-rate), time-based (simple time-based, time-bonus), regulated by the relevant provisions on remuneration and bonuses for employees of individual departments. The main key performance indicators are communicated to employees prior to the beginning of the planned period, the accrual criteria and salaries are open and understandable to our employees.

Official salaries (tariff rates - when applied) are set by the staffing table and are fixed in the labor contracts of employees. The grounds for accrual of bonus payments are not only strictly regulated, but also differ significantly depending on the function performed by the employee (for example, for production personnel — no marriage, fulfillment of a shift task, etc., for commercial personnel — fulfillment of a shipment plan, timeliness of cash back funds for products shipped, etc.). In motivation systems, monthly, quarterly, annual bonuses can be provided, one-time bonuses are used as a reward for completing spot-based tasks.

Please sign this letter to accept this job offer (with all terms and conditions). You can either email it or fax it back to me with in next 3days. After receiving your letter, you will be informed by our HR department regarding orientation schedule and time.

If you have any questions regarding your job or company policy, please do not hesitate to ask. You can reach me at (000000x1) during 10am to 4 pm. I am looking forward to having you in our team soon.

Sincerely,

[Name & Title]