

## LOGO

44 Liberty Lake Road, Suite 3  
Liberty Lake, WA 99016  
Kara L  
[Kara@projectedgrowthconsulting.com](mailto:Kara@projectedgrowthconsulting.com)  
647-987-1234

DATE:

Michelle N  
Address  
Phone Number  
Email Address

Re: Offer of Employment

Dear Michelle,

As discussed on the telephone, on **DATE** we are excited to extend you an offer of employment for the role(s) of Account Manager/Event Facilitator & Social Media Manager. If you accept our offer of employment, the following terms and conditions will apply.

- Signed Non-Compete Employee Contract
- Signed Pay Overview
- Signed Position Description

Please plan to begin work on **DATE** Our Staffing Manager will contact you by the end of this week to confirm your starting date. You will report directly to **Supervisor** as your immediate supervisor.

You will also be reimbursed for the following out-of-pocket expenses, in accordance with our policies which may be changed from time to time:

- \$XX per month base for the first 90 days. This will be based upon 4 or more completed events per month, via shadowing or leading.
- Virtual training, in person training for events, social media and account management, as well as sales training.
- Travel expenses – including air, hotel, uber, rental car and or case reimbursement and mileage plus a per diem of \$59/day for travel.
- During the first 3 months you will be trained on all three roles as stated above. Any sales made, including during the initial 90 day contractor period, will be paid at a 5% commission rate on the sale.
- Final compensation plan, which allows you to become a salaried employee with agreed upon benefits and a compensation bonus plan, will be solidified by day 60 and will take effect at day 90.

If the above terms meet with your understanding of our discussion, please contact me at your earliest convenience to accept our offer of employment.

I can be contacted at 509-724-XXXX or [kc@projectedconsulting.com](mailto:kc@projectedconsulting.com)

We are looking forward to the opportunity of working closely with you in the near future.

Sincerely,

**INSERT NAME**  
**INSERT CEO & COMPANY**