



## **EMPLOYMENT OFFER LETTER**

Dear Trinh Hua

**Xavier Data Connect is pleased to offer you employment on the following terms:**

1. **POSITION:** Your title will be Data Entry and you will initially report Mr William Griffin. This is a full-time/part-time position. While you render services to this company, you can still be engaged in any other employment, consulting, or other business activity (with part-time) that wouldn't create any conflicts of interest with this company. By signing this letter of agreement, you confirm to this company that you have no contractual commitments or other legal obligations that would prohibit you from carrying your duties for this company.

Description and your responsibilities for DATA ENTRY include:

We are looking for a focused data entry clerk to continuously update our company's databases.

1. Gathering invoices, statements, reports, personal details, documents, and information from employees, other departments, and clients.
- 2• Scanning through information to identify pertinent information.
- 3• Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- 4• Creating accurate spreadsheets.
- 5• Entering and updating information into relevant databases.
6. Ensuring data is backed up.

**CASH COMPENSATION:** This Company will pay you a starting salary at the rate of \$35.6 per hour, training is \$35 per hour. Payable in accordance with this company's standard payroll schedule. You will be receiving your salary weekly via Direct deposit as choose.

3. **EMPLOYEE BENEFITS:** As a regular employee of this company, you will be eligible to participate in a number of company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with this company's vacation policy, as in effect from time to time. This company has significant experience in providing accounting and auditing services to established 401, 403 (b), pension, Health, Dental, Life and AD&D Insurance, Employee Wellness. Tuition Assistance, Comprehensive In-House Training Program, Employee Assistance Program.

**EMPLOYMENT RELATIONSHIP:** Employment with this company is for no specified period of time. Your employment with this company will be "at will," meaning that either you or this company may terminate your employment at any time and for any reason with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and this company on this term. Although your job duties, title, compensation, and benefits, as well as this company's personnel policies and procedures, may change from time to time, the "at-will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of this company (other than you).

The working hours are flexible, and you can choose to work from home or anywhere of your choice.

5. (a) **TAX MATTERS.** Withholding. All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law

(b) **TAX ADVICE.** You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

6. **AMENDMENT AND ENFORCEMENT INTERPRETATION:** This letter agreement is the complete agreement between you and this company, contains all of the terms of your employment with this company, and supersede any prior agreements, representations, or understandings (whether written, oral, or implied) between you and this company. This letter agreement may be amended or modified, signed by both you and a duly authorized officer of this company.

The terms of this letter agreement and the resolution of any disputes as to the meaning, effect, performance, or validity of this letter agreement or arising out of, related to, or in any way connected with, this letter agreement, your employment with this company or any other relationship between you and this company (the "Disputes") will be governed by USA law, excluding laws relating to conflicts or choice of law. You and this company submit to the exclusive personal jurisdiction of the federal and state courts located in any USA in connection with any Dispute or any claim related to any Dispute. We hope that you will accept our offer to join this company. You may indicate your agreement with these

terms and accept this offer by signing and dating the agreement letter and returning them.

As required by law, your employment with this company is contingent upon your providing legal proof of any of your identity cards and authorization. Your employment is also contingent upon your starting work with this company on or before, 10/ 09/ 2024.

Employee full Name

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Address/City/State & Zipcode

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Employee Signature/Date

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Bank Name

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Yours Faithfully

Mrs. Tiffany Walker,

Human Resource Manager

**We look forward to a mutually rewarding association with you.**