<Date>

<Employee Name>

Re: Offer of Employment

I am delighted to extend an offer of full-time employment to you for the position of Truck Team Member with Just Junk <Franchise Location> located at <Buisness Address>.

All of us at Just Junk look forward to working closely with you in this regard.

The terms and conditions of our Offer of Employment are as follows:

BASE COMPENSATION: Your initial compensation will be $XX.xx per hour plus a Commission of XX% on Service Sales to be paid on a weekly basis.

You will be subject to a ‘wage + incentive’ review after 3 months probation period of successful employment.

COMMUNICATIONS: You will have access to a company phone for business communications.

HOURS: Truck Team Members work a maximum of 12 hours per shift. A shift includes weekdays, weeknights and weekends.

VACATION: 4% or 10 days annually, to be taken each year, with timing mutually agreed upon.

<Employee Name> let me say how much we look forward to your joining us and your contribution to the future success of our business.

This offer remains in effect until the close of business on <One week from offer date>. To indicate your acceptance of the terms of this offer, please sign this letter below where indicated and return one copy to me by that time.

Following acceptance of this Offer of Employment, the company will provide you with an Employment Agreement with outline of Roles and Responsibilities for a Truck Team Member.

Yours very truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Name and Title>

Just Junk <Location>

Offer of Employment has been accepted this \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<Employee Signature>