

MR MORGAN FREEMAN  
**Domain Central Ltd.**  
8752 New Year Road  
00100 New York  
12/1/2019

To:

Sarah Julians  
54258 Beverley Road  
Brooklyn, New York

Subject: **Appointment Letter**

Dear Ms Julians,

Following your acceptance of the job offer letter which you signed on 1/5/2019, we would like to confirm your appointment with Domain Central Ltd. as an Administrative Officer. Your employment is be subject to the terms and conditions listed below:

**Starting Date:**

Your starting date is 1 February, 2019.

**Work Timings**

Your work timings are from 9AM to 5PM, Monday to Friday.

**Probation Period**

You will be on a probation period for the first two months. Upon successfully completing the probation period, your appointment will be converted to continuing employment.

**Salary**

Your gross annual salary is **USD 49,122.00** subject to social security deductions and taxation.

**Other Benefits**

For the duration of the employment contract you will participate in XXY Medical Insurance scheme. The policy coverage is up to USD 250,000,00, and dental insurance is not included.

**Annual Leave**

You are entitled to the maximum of 20 days of paid leave per year.

**Sick Leave**

You are entitled to the maximum of 30 days of paid sick leave per year. During probationary you are entitled only to 7 days of sick leave. Any additional day of leave taken during this period will be converted to unpaid leave of absence.

Further information governing your employment can be found in the contract as well as in the Staff regulation, which you may find in the attachment.

If you have further questions, please contact me directly or simply approach the HR department.

Congratulations on your appointment and welcome to Domain Central Ltd. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

Sincerely,

Morgan Freeman  
HR Director

