

Date:

Dear ,

Congratulations! This is an offer of employment as a with FSG. You will report to .

In the role of , you will be expected to carry out the duties and responsibilities described in the attached job description which is periodically updated to reflect our customer's needs. We are offering you a base wage of \$ which will be subject to deductions for taxes and other withholdings as required by law or the policies of the company. You will also receive the following non-taxable allowance: \$ monthly phone allowance.

In addition to your salary, FSG offers a comprehensive benefits program, including:

- Medical, Dental, and Vision insurance
- Life, Disability, and Accident insurance
- Flexible Spending Accounts
- 401(k)
- PTO plan - earn up to 22 days per year (15 working days plus 7 paid Holidays).

You will become eligible for insurance coverage after a 30-day introductory period, with coverage effective the first day of the month following your introductory period and enrollment. Plan information and applicable premium information will be provided at the time of eligibility.

Your employment is contingent upon:

- Background verification
- Verification of the information and qualifications you provided during our selection process
- In compliance with the Immigration Reform & Control Act of 1986, we will be required to verify your legal right to work in the United States.

While we anticipate only a favorable outcome from the pre-employment screenings/ assessments, we reiterate the Company's offer is conditioned on favorable reports.

You will become an at-will employee of Facility Solutions Group, which means that you can end this employment relationship at any time and for any reason with or without notice. Similarly, FSG can end your employment relationship at any time and for any reason with or without notice.

Nothing in this letter is intended to create a contract of employment, guarantee employment for a specified duration or otherwise change the at-will nature of your employment.

All policies and plans referenced in this offer letter are subject to the terms and conditions of the applicable written policy or plan. Consistent with applicable law and the terms of the written policy or plan, FSG reserves the right to modify or discontinue any policies or plans at its discretion.



All employee benefits are subject to periodic company review and can be changed with or without notice.

You have agreed to start your employment on . Please report to where you will begin your onboarding process at and check in with

You acknowledge that this employment offer letter, (along with the final form of any enclosed documents), represents the entire agreement between you and Facility Solutions Group and that no verbal or written agreements, promises or representations that are not specifically stated in this employment offer letter, are or will be binding upon Facility Solutions Group.

If you are in agreement with the above employment offer details, please sign below and return this employment offer to the company. This employment offer is in effect for five business days.

FSG Signature:

Employee Signature:

X \_\_\_\_\_

# Signature Certificate

Document name: Job Offer Letter P

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LEGALLY SIGNED USING  
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## Timestamp

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## Audit

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Page 3 of 3