

EXHIBIT "B" SAMPLE OFFER LETTER

Date:

To:

At this time, _____ is pleased to extend the following offer to you:

Position Title: _____ **Job Description:** _____

Reporting Relationship: _____

Training/Probationary Period: A training period of 90 days will begin on _____ (Day), Month, Day, Year. During the 90 day training period the following must be accomplished:

1. Accept and Acknowledge all policies as outlined in Company Policy Manual.
2. Learn and retain all company operating practices and procedures.
3. Learn and demonstrate proficiency with all lawn care equipment.
4. Learn and adhere to Company standards of account maintenance and lawn care.
5. Miss zero (0) days of scheduled work.

Pay Rate:

Benefits: 6 Paid Holidays after one year of service
Health Insurance Eligibility after 90 days of service
Employee only coverage 50% Company Paid/50% Self Pay
Dependents/Spouse 100% cost borne by Employee
Dental/Vision Coverage after 90 days of service 100% Self Pay
Paid Time Off (PTO)
After One (1) Year of Service – 40 hours PTO
After Three (3) Years of Service – 80 hours PTO
After Five (5) Years of Service – 120 hours PTO

You acknowledge that this offer letter (along with any referenced documents) represents the entire agreement between you and Eastcliff Landscape, Inc.

WELCOME TO THE TEAM!

Controller

Date

Employee