**TEMPORARY APPOINTMENT LETTER**

April 4th, 20XX

Michelle Rodriguez

23 Galveston Avenue, Jacksonville, Florida

Dear Michelle,

On behalf of our hiring team, I am happy to tell you that you have been selected for the role of a sales representative at our company, Valkyrie Holdings. This is a temporary position that starts on the 1st of May of this year and ends on the 2nd of January of 20XX. Given that this is a fixed-term position, both you and the company have the full right to terminate this agreement at any time, without the need for an official reason, via a written notice.

Your working hours are Monday to Friday from 10 a.m. to 6 p.m., with a half-hour lunch break that you can take at any time during those hours. You are also entitled to work overtime, with overtime pay being 50% more than regular pay. You would be reporting to Angela Winters, our Head of Sales. The main tasks for the role are assisting customers who want to purchase our products and using specific selling techniques to convince them that doing business with us is beneficial for them.

A $2,300 per month gross salary, plus a 15% commission on all sales you make

Two paid vacation days per month a 40% discount on all our company's products, within the limit of $5,000 per month we would like a response from you by April 25th. If you have any other questions regarding our company or this specific position, please feel free to contact me at 904-4856623 or at mike.hutch@valkirie.com

Thanks again for your interest in working with us and we look forward to having you on board.

Regards,

Michael Hutch, Head of Recruitment