



July 25, 2014

Daniel C. Lor

59 G Banahaw St., San Martin de Porres
Cubao, Quezon City

Dear Mr. Lor,

On behalf of the Company, I am pleased to confirm our job offer to you for the position of **Shift Manager**. We are all excited about the potential that you will bring to our organization.

The following summarize our offer:

1. Monthly Salary rate of Php 15,313.96
2. Meal Allowance of P780.00
3. Communication Allowance of Php300/month
4. 20% discount for dine-in purchase (should show company ID)
5. You are obliged to follow whatever the rules & regulations of the company are.
6. Any changes or amendments on this offer must be approved by the Top Management prior its effectivity.

Depending on your performance, your regularization will come after a maximum of six months of probationary employment, and will be covered for the following benefits:

Reimbursable Medical Assistance of Php 1, 000 every year

Medical Benefits through an HMO

After a year of service, you shall be entitled to a 9 days Vacation Leave

9 days Sick Leave and 5 days of Emergency Leave

Opportunities for professional growth, training and development


We are looking at **July 28, 2014** as your first day on the company. Should you have anything to clarify, please feel free to do so. In the meantime, we shall look forward to your joining our team and to your positive contributions to the Company.

Please signify your acceptance of our offer by signing and returning the enclosed copy of this letter.

Very truly yours,


Ma. Aurora M. Danganan
HR Manager

Conforme:


Daniel C. Lor
Date 7/25/14