



Gantec Publishing Solutions

geared to deliver

Dear XXXX XXXX,

Gantec Publishing is excited to bring you on board as a Proofreader working under the editorial department. We're just a few formalities away from getting down to work. Please take the time to review our formal offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with Gantec Publishing.

Full Time
30-40 hours weekly
Pay Rate \$30/Hour
Training: \$18/Hour
Monday-Friday

In this position, Gantec Publishing is offering to start you at a pay hourly rate of \$30/Hour. You will be paid on a bi-weekly basis; once you have concluded the (5) days paid training session of \$18/hr.

As part of your compensation, we're also offering benefits for eligible F-T & P-T employees include: Work/Life Balance, Health & Dental, Community Involvement /Matching Gifts Program, Tuition Reimbursement Assistance & Education Life Works, Employee Stock Purchase Plan, Employee Wellness and 401k plans. Paid Time Off and Holidays with Generous Company Discounts.

This letter is the complete agreement between you and the Company, containing all of the terms of your employment with the Company and supersede any prior agreements, representations or understandings (whether written, oral or implied) between you and the Company. This letter of agreement may not be amended or modified, except by an express written agreement signed by you and a duly authorized officer of the Company.

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement.

I _____ accept the terms and conditions of this contract.

Signed _____ Date _____

Sincerely,
Hannah Cody

Manager, Recruitment

Gantec Publishing Group
1827 Walden Office Square
Suite 260 Schaumburg IL 60173

<https://www.gantecpublishing.com>