

Date: _____

Name: _____

Address: _____

Dear Name _____:

IOR Global Services is pleased to offer you a part-time position as a **Language Trainer** at the rate of \$_____ per hour.

The part-time employment will be effective _____. Please note that work is still awarded on a project basis and this agreement does not guarantee any specific amount of work. As a part-time employee, payroll taxes will be withheld, and you will be covered by employment policies and practices as described in the IOR Policies and Practices Handbook, which can be found on IOR's Human Resources Administration website. Please note that only section A of the Handbook will apply to you as part-time employee.

We are looking forward to your continued work with IOR Global Services as a Language Trainer. We are encouraged that these terms are acceptable to you. Please return a copy of this letter with your signature to the Language Team at languageteam@iorworld.com. You will then be contacted by our Human Resources Administrator, Zenefits, and will complete your hiring documents through their system.

Sincerely,

Accepted on _____, _____

Kendra Mirasol
President

Language Trainer