



February 20, 2018

Natalie Gutierrez  
9730 Joliet Circle  
Commerce City, CO 80022

Dear Natalie,

Advanced Assembly is pleased to offer you the position of Client Services Representative. This offer is contingent on a clear background and drug test. In this position you will be reporting to Karen Kennedy. The hours for this position are 9:00am – 6:00pm with training hours 8:00am-5:00pm. The starting hourly rate offered for this position is \$16.00 per hour. Your start date with Advanced Assembly will be determined after the results of the background check and drug test are received. You will be working from 20100 E. 32<sup>nd</sup> Parkway, #225, Aurora CO 80011.

Please note that your employment with the Company is for no specified period and constitutes "at will" employment. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, the Company is free to terminate its employment relationship with you at any time, with or without cause.

On your first day of employment, you will be provided with additional information about the objectives and policies, benefit programs and general employment conditions. To fulfill federal identification requirements, you should bring documentation to support your identity and eligibility to work in the United States.

We are pleased to have you join the Advanced Assembly team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. If you have any questions, please do not hesitate to contact me at 303-307-9900 ext. 221. We look forward to working with you, and wish you success at Advanced Assembly!

ACCEPTED AND AGREED:

By: Debbie Frase Date: 2/20/2018  
Signature  
Name Debbie Frase Title HR Manager

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Candidate Signature  
Name \_\_\_\_\_