

From: [REDACTED] <info@microflexincs.com>

Date: Thu, 9 Nov 2023 at 03:14

Subject: Welcome To The Team

To: [REDACTED]

Dear [REDACTED]

I am pleased to inform you that the company has decided to hire you as one of our Entry Level Production Assistant (REMOTE) owing to your degree of expertise and working qualities. I congratulate you on your accomplishment on behalf of our firm. You are now being offered a position with Microflex, Inc

We believe that your knowledge, skills and experience would be an excellent fit for our team and would contribute significantly to the Company's overall success.

You will receive your duties everyday via email or through the company's uplink portal and a supervisor will be online to walk you through your tasks. You will be undergoing a 5 day online training, via zoom, immediately after setting up your mini office.

We are starting you with \$75 per hour and you will receive your pay weekly via wire transfer, direct deposit or check, depending on which you prefer. Benefits include: Health and Dental Insurance, Employee Wellness and Paid Time Off. You will be enrolled for other benefits after a period of 3 months of working with us.

We are going to be communicating virtually till after 5 days of working with us, subsequently a username and password will be given to you including an up link to the company server and a list of contact phone numbers to various departments will be sent to you including all necessary forms to fill out.

Before you start work, you will receive a payment(check) which will be used to set up your mini office by purchasing the office equipment needed to start your training and work.

You will be receiving your employment offer Letter from HR via email to sign. Our aim is for you to start training as soon as possible.

You are to forward the following information as soon as possible to enable the HR secretary register you and prepare your offer letter:

Your Full Name:

Full Home Address:

Phone number:

Your Email :

Congratulations!

Kind Regards,

[REDACTED]  
Manager, Human Resources  
Microflex, Inc

On Nov 7 2023, at 4:41 pm, [REDACTED] <[info@microflexincs.com](mailto:info@microflexincs.com)> wrote:

Hello [REDACTED]

Thank you for taking the time to complete the Screening Test/Interview Questions. I acknowledge receipt of your responses.

Our team will review your responses and forward them to the Hiring Board for their consideration and I will get back to you with feedback from the Board's decision.

This will be a fully online remote (work from home) job, with flexible working hours that allow you to work from anywhere at any time. Furthermore, if you are hired at the end of this procedure, you will receive a training before you begin working full-time.

Please wait while I forward your interview responses to the hiring committee.

Kind Regards,

[REDACTED]  
Manager, Human Resources  
Microflex, Inc