

06/17/2025

Ahsan Suhail
10033 North Baird Avenue



Sub: Employment Offer Letter

Dear **Ahsan**,

I am pleased to offer you, subject to the contingencies below, the position of an **Administrative Assistant** with **HEALTH ALLIANCE**. (hereinafter Company). Employment Start date **06/18/2025**.

I certify that our organization is registered with E-verify and the name is listed in E-verify as HEALTH ALLIANCE.

The **E-verify** company identification number is **26-1850453**.

Compensation:

Your remuneration will be weekly at the rate of \$620 which covers all hours worked for the week. Your salary will be reviewed annually but the Company reserves the right to change your compensation on reasonable notice. In addition, this offer includes the following:

1. **Duties:** You shall use your best energies and abilities to perform the duties as specified in the company letter as you will be working remotely, and you are expected to work between 10-15 hours weekly with a flexible schedule. You shall also comply with all rules, regulations and procedures of the company.
2. You will be assisting members and clients virtually with paperwork, manage patient complaints and feedback.
3. You will be providing excellent customer service to clients and members, educate them on their health plan through necessary guidelines provided for you to work with.
4. You will be making some purchases and downloads of some Assistive tools resources under the guidance and supervision of your coordinator.

With best wishes and welcome to HEALTH ALLIANCE.

Sincerely,



Dr. Robert MacArthur
HR Manager
HEALTH ALLIANCE

Signature

AHSAN SUHAIL
Name (In Caps)
06/17/2025
Date

