



March 1, 2017
Mr. Levan Inadze

Dear Mr. Inadze,

I am pleased to extend a formal offer of employment for the position of **Visa Assistant in the Consular Section** at the position's full performance level - **FSN 7**, with the salary of **GEL 47,155 (Gross)**. The position reports to James Waterman, Vice Consul.

Your entry on duty date and time are March 6, 2017 at 11:30a.m. Your tour of duty will be full-time. Your work schedule will be from 9:00 am to 6:00 pm; with 1 hour for lunch.

Employee payroll is administered by the Financial Service Center in Bangkok. Please be advised that it may take at least four weeks before your first salary payment is received. Therefore, you should budget accordingly for the interim period. All salaries are paid two weeks in arrears via electronic funds transfer (EFT) to your designated financial institution. Once your information is entered into the payroll system, you will be paid on bi-weekly on Thursday. You will accrue annual and sick leave each pay period under the terms and conditions of the Local Compensation Plan. Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the host country government.

You will be required to serve a 6 month probationary period. Continued employment with the US Embassy Tbilisi will be contingent upon successful and documented completion of the probationary period.

On your first workday, please report to Human Resources Office, where you will be provided with an orientation before reporting to your supervisor.

Should you have any questions regarding your employment, please contact Mari Gegeshidze, HR Assistant at the following telephone number: 995 32 2277335.

Sincerely,

A handwritten signature in cursive script, reading "Paula Mendez".

Paula Mendez
Human Resources Officer

I have read and understood this offer letter, and accept the terms of my employment:

Sign: -----
Levan Inadze

Date: -----