

Nishnawbe-Aski Legal Services Corporation

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August 31, 2018

Personal & Confidential

Holly Stich
Box 1006
#53 Parmacheene Reserve
Nipigon, ON
P0T 2J0

Email: hsitch@tbaytel.net

Dear Holly Stich,

RE: OFFER OF EMPLOYMENT

Congratulations! We are pleased to offer you a part-time position as a A/P Clerk in the Thunder Bay area at Nishnawbe-Aski Legal Services Corporation.

Upon your acceptance of this offer, you will commence your position September 4, 2018 at a wage of \$23.50 per hour with 4% vacation paid on your cheque. Please note, for "Status Indians" this income is currently tax exempt. Your office space is located in Suite 100, 1805 Arthur St E, Thunder Bay, ON and your hours of work will be determined base need up to 21 hours per week.

Jeff Robert will be your direct supervisor. Furthermore, you will be accountable to Derek Stephen, Executive Director, for your overall performance.

We will set up your payroll information therefore please bring your banking information, social insurance number, and your Status Card (if applicable) to our HR Clerk on your first day. The overall conditions of your employment are governed by the Policies of NALSC as they are amended from time to time, as well as any applicable governing legislation. Please be advised that this offer is conditional based on our receipt of a recent Criminal Records Check.

We look forward to working with you and welcome you to the NALSC team!

Sincerely,
Nishnawbe-Aski Legal Services Corporation

Derek Stephen
Executive Director



Please confirm your acceptance of employment by providing your signature below. Thank you.

ACCEPTANCE OF OFFER

I, **Holly Stich**, hereby accept this Offer of Employment
Dated at Timmins, ON this _____ day of _____ 2018.

_____ Signature

Mailing Address:

86 S. Cumberland Street
Thunder Bay, Ontario
P7B 2V3

Tel: (807) 622-1413
Fax: (807) 622-3024

Email: info@nanlegal.on.ca

Website:
[Http://www.nanlegal.on.ca](http://www.nanlegal.on.ca)



Head Office:

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